



# Prospect Congregational United Church of Christ

1919 East Prospect ♦ Seattle, Washington 98112 ♦ 206-322-6030  
Prospect Minister ♦ Rev. Meighan Pritchard ♦ 206-322-6030

## BUILDING USE

Group Name	Address	
Primary Contact Person	Phone	Email
Backup Contact Person	Phone	Email

Date(s) and time(s) and purpose of building use:

Is building use for pecuniary gain?  Yes  No

### ROOM Suggested Hourly Rate

- \_\_\_\_ 3<sup>rd</sup> Floor Conference Room \$ 70
- \_\_\_\_ Parlor \$ 60
- \_\_\_\_ Fellowship Hall \$100
- \_\_\_\_ Kitchen \$ 30
- \_\_\_\_ Sanctuary (non-wedding) \$100 Will you need audio support?  Yes  No

Cleaning and damage deposit, refundable one week following event: \$195

Total Due: \_\_\_\_\_

(Please make checks payable to Prospect UCC; separate checks for rental and deposit)

Payments Received: \_\_\_\_\_

User has read both sides of this form, understands and agrees to the rules and regulations stated herein, and will be held responsible for the care and maintenance of the building:

\_\_\_\_\_  
Signature Date

## TERMS AND CONDITIONS

Prospect United Church of Christ qualifies as a 501(c)3 tax exempt organization. We may rent or loan church space to other tax-exempt organizations on an unlimited basis, and to non-exempt organizations and individuals on a limited basis (not including religious services such as weddings and funerals, which are at the church's discretion.) We request the suggested donations to defray the costs we incur by making the building available to you. The user accepts responsibility for making restitution to the church for any damage to the property which may result from their use of the facility. 3rd floor office tenants are granted access to their office(s) at all times. When other groups are using the large room, tenants are asked to enter and exit their office(s) quietly to minimize their effect on the meeting taking place there. Other building users are asked to respect office tenants' access.

Prior to use, all renters must:

1. Present a photocopy of a current business license, corporate registration, documentation of tax exempt status or documentation of mailing address, as appropriate.
2. Present a copy of the renter's Board (or similar body) resolution granting authorization to sign on behalf of the organization (if the renter is not an individual).
3. Present documentation of insurance with Prospect Congregational Church as an additional named insured or document to the satisfaction of the Church the ability to cover any costs incurred by the Church as a result of the use.
4. Fill out and sign the standard use agreement.

Day of use:

1. Any items moved must be returned to their proper places.
2. Modest amounts of waste may be placed in the church garbage, food waste or recycling receptacles. Larger amounts, such as that created by parties, must be removed by the user.
3. All rooms must be left clean. Any dishes used must be cleaned and replaced to their proper places.
4. Church members and church events have priority in the use of the building. Please be aware that you may need to reschedule your event if the church has an activity. All efforts will be made to give you ample time to re-schedule.
5. 3rd floor office tenants are granted access to their office(s) at all times. Other building users are asked to respect office tenants' access.
6. Children accompanying groups must be supervised at all times. Preschool and Church Nursery toys are NOT available to building users.
7. NO SMOKING in the church building, or anywhere on the church grounds.
8. Follow instructions given to you at the time of booking regarding payment, key delivery and drop off.
9. You are responsible for the security of the building during your event and when you leave. ALL exterior doors are to remain closed and locked at all times. Make sure ALL exterior doors and windows are closed and locked when you leave the building. There are six exterior doors:
  - 1) West exit to alley
  - 2) North double doors to Prospect Street
  - 3) South door fire escape from Parlor to side yard
  - 4) East double doors to 20th Avenue (Main Entrance to Sanctuary)
  - 5) Elevator entrance at Northeast corner
  - 6) South exit from Fellowship Hall to side yardAlso, close interior doors for heat preservation, and for fire safety.
10. HEAT: For regular weekly users the heat will be programmed to come on just before your scheduled time. Occasional users must turn on the heat upon arrival. There are thermostat buttons to press that will turn the heat on for three hours. Buttons are in the parlor, fellowship hall, on the third floor, and in the sanctuary. Please heat only the area you are using. Hallways are NOT heated – **so keep interior doors closed**, and close them when you leave.
11. Prospect is not responsible for lost or stolen valuables. However, locked space can be made available upon request.
12. In accordance with city noise ordinance and out of respect for Prospect's neighbors, events in the sanctuary must conclude by 11 p.m. Participants are asked to leave quietly.

13. COVID-19 clause:

- Building user will adhere to CDC and state guidelines regarding posted room capacity, hand hygiene, mask use, physical distancing, and other requirements to prevent spread of disease.
- Prospect will provide a modest supply of sanitizers and masks to tenant upon request, to have on hand for emergencies.
- Building user will sanitize all surfaces touched at the end of each day of use.
- Building user will enforce social distancing, use of face masks, and hand hygiene for all participants.
- For each meeting, Building user will provide a sign-in log at the entry door that includes hold harmless clause, in/out date, time, purpose, and meeting location. Log must also contain list of all participants' contact information: phone or email at minimum. Copy of log form is attached to this agreement.
- Building user will maintain a permanent participant log for every meeting and provide copies to Prospect on a weekly basis.

**PLEASE TURN OFF ALL LIGHTS WHEN LEAVING.**

Emergency contact: Roy Hardman, 425-761-3362