

REQUEST FOR FACILITY USE Page 1/2

Bower Hill Community Church (Presbyterian U.S.A.)
70 Moffett Street, Pittsburgh, PA 15243
412-561-4114 / office@bhccml.com

NOTES

This form is used by an individual or a non-profit organization to reserve church facilities for a one-time event or on a recurring basis during the church year (September through August). The office will confirm at time of submittal whether the requested facilities are available on the chosen date, but this does **NOT** constitute approval of the request. Explicit Session approval is required in advance of the event, and timing of the request must take into account that Session meets only monthly (generally on the fourth Monday).

No custodial services will be provided by the church; the requesting individual/group is responsible for room setup and restoration to its original configuration.

No commercial events may be held at the church; thus, a for-profit organization may only use church facilities to raise money for a charitable cause.

A Bower Hill sponsor is required when an organization making a facility use request is not sponsored by the church itself.

A \$150 usage fee will be charged for any one-time event—may be waived at the sole discretion of Session.

A \$100 deposit will be required for any one-time event, which may be waived at the sole discretion of Session. The deposit will be refunded following the event provided the individual or organization met their obligations. Failure to clean up properly or to secure the building properly will result in loss of the deposit.

Individuals/organizations are responsible for the collection of all garbage and for removing that garbage to the dumpsters.

The specific individuals who will hold (continue to hold) keys to the church must be listed at time of submission.

The form must be signed and dated on the back to acknowledge that specific church policies and the liability disclaimer will be operative for the events being scheduled.

FOR OFFICE USE ONLY

DATE REC'D _____

SUBMITTED TO SESSION: _____

APPROVED: YES ___ NO ___

FEE WAIVED: YES ___ NO ___

DEPOSIT WAIVED: YES ___ NO ___

CONTACTED: _____

IN CALENDAR: _____

KEYS ASSIGNED: _____

KEYS RETURNED: _____

FEE RECEIVED: _____

DEPOSIT RECEIVED: _____

DEPOSIT RETURNED: _____

←← Notes presented in the box to the left **MUST BE REVIEWED AND UNDERSTOOD** prior to submitting this form. Questions?? Please call or email the church office.

INDIVIDUAL/ORGANIZATION NAME: _____

TYPE OF EVENT: _____ NUMBER EXPECTED: _____

Can you provide a Certificate of Insurance that shows Bower Hill Community Church (Presbyterian U.S.A.) as an additional insured?? YES / NO

For One-Time Event:

Date: _____ Start Time: _____ End Time: _____ Ticket Sales (Y/N): _____

For Recurring Events:

Starting Month / Year: _____ Ending Month / Year: _____

Day of Week: _____ Week of Month: _____ Start Time: _____ End Time: _____

Rooms Requested: (see attached building map)

LOWER LEVEL -- NORTH END

___ Room 101 (library/conference room)
___ Room 105 (classroom/lounge area)
___ Room 110 (classroom/lounge area)

LOWER LEVEL -- SOUTH END

-- NOT AVAILABLE -- Montessori School

UPPER LEVEL -- NORTH END

___ Room 201 (Friendship Room)
___ Sanctuary (special permission)

UPPER LEVEL -- SOUTH END

___ Kitchen
___ Fellowship Hall

CHURCH GROUNDS

___ Playground
___ Front lawn

PARKING LOTS

___ North end -- Portico entrance
___ South end -- Chapel

Responsible Party:

NAME: _____ PHONE: _____

ADDRESS: _____ EMAIL: _____

Bower Hill Sponsor:

NAME: _____ SIGNATURE: _____

Additional Key Holders:

Name: _____ Phone: _____
Name: _____ Phone: _____
Name: _____ Phone: _____

FIREARMS AND WEAPONS POLICY

(Adopted: 02/25/2013)

Firearms and weapons, concealed or not concealed, are not permitted, with or without a concealed weapon permit, while upon properties owned or controlled by the church. Law enforcement officers certified by the Commonwealth of Pennsylvania, federal law enforcement officers, and security officers for armored vehicle services contracted with the church, on official duties, may carry a firearm on church property.

Kitchen knives, utensils and tools and maintenance tools used by church members or employees in furtherance of church business or affairs shall not fall within the parameters of this policy. Knives used in conjunction with the Boy Scouts or Girl Scouts (blades not to exceed 4 inches), shall also not fall within the parameters of this policy.

POLICY REGARDING ALCOHOLIC BEVERAGES

(Adopted 01/27/2014)

No alcohol can be served on Bower Hill property without prior approval of Session.

LIABILITY DISCLAIMER

(Revised 04/28/2014)

Bower Hill Community Church (BHCC) shall not be held responsible for, and is hereby expressly relieved from, any and all liability by reason of any injury, loss or damage to any person or property in or about the premises occurring during the individual's/organization's use of the premises.

The individual/organization further agrees to indemnify, hold harmless, and defend BHCC against any and all liability, losses or claims for injuries or damages to any person or property related to or arising from the individual's/organization's use of the premises, except when such losses or claims for injuries or damages are due to the condition of the premises not caused by the individual/organization and not as a result of any actions of the individual/organization. It is specifically agreed that it is not necessary to establish negligence, recklessness and/or willful misconduct on the part of the individual/organization for purposes of the indemnification of BHCC.

The individual/organization acknowledges receipt, review and execution of the following Bower Hill Community Church policies: Firearms and Weapons Policy (above), Policy Regarding Alcoholic Beverages (above), and Guidelines for Facility Use (provided separately). Those policies and this Liability Disclaimer will be operative for the events being scheduled.

SIGNATURE: _____ **DATE:** _____