



# Prospect Congregational United Church of Christ

1919 East Prospect  
Prospect Minister

♦ Seattle, Washington 98112  
♦ Rev. Meighan Pritchard

♦ 206-322-6030  
♦ 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      This room is rented through Peerspace. Please request link.
- \_\_\_\_\_ 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: \$200

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.
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 will be programmed to come on just before your scheduled time. Wall thermostats are not manually adjustable. Please keep interior doors **closed** to maintain a comfortable temperature and not waste energy. Please close doors 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. WiFi password available upon request.

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

Emergency contacts: Dave Kidder, (206) 488-6907; Suzanne Fry, (206) 349-7311;  
Roy Hardman (425) 761-3362; Jerry Sams, (425) 773-2387;