

# UNITARIAN SOCIETY of GERMANTOWN

6511 Lincoln Drive, Philadelphia, Pennsylvania 19119-3625

Telephone: 215-844-1157 ~ [Email: rental@usguu.org](mailto:rental@usguu.org)

## AGREEMENT FOR SPACE USAGE (USG MEMBERS)

Date of application: \_\_\_\_\_ Name of Member: \_\_\_\_\_

Event: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Day of week: \_\_\_\_\_ Event date \_\_\_\_\_ Type of event: \_\_\_\_\_

Start time: \_\_\_\_\_ Stop time: \_\_\_\_\_ Number of attendees: \_\_\_\_\_

### **For weddings/unions:**

Name of first partner: \_\_\_\_\_

Address: \_\_\_\_\_

City/state/zip: \_\_\_\_\_

Home phone \_\_\_\_\_ Work phone \_\_\_\_\_ Email \_\_\_\_\_

Name of second partner: \_\_\_\_\_

Address: \_\_\_\_\_

City/state/zip: \_\_\_\_\_

Home phone \_\_\_\_\_ Work phone \_\_\_\_\_ Email \_\_\_\_\_

Minister: \_\_\_\_\_ Minister's telephone: \_\_\_\_\_

Day/Date/Time of rehearsal at church(1 1/2 Hour): \_\_\_\_\_

Day/Date/Time for Decorating (2 hours) \_\_\_\_\_

Location/Time of reception if not at USG: \_\_\_\_\_

### **For Private Parties**

Type of Event: \_\_\_\_\_

Relationship to contact person: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## USG MEMBERS FACILITIES FEES

ITEM	COST PER UNIT	TOTAL COST	COMMENTS
Sanctuary	\$200 for up to 4 hours		Fee includes up to 1 1/2 hour rehearsal for weddings
Dining/Committee Room- Main Floor	\$175 for up to 4 hours		
Assembly/Daskam Room-2nd Floor	\$200 for up to 4 hours		
Sullivan Chapel	\$120 for up to 4 hours		
Kitchen	\$75 for up to 4 hours		Required whenever food is served
Combination Package:Sanctuary/ Assembly/Daskam Room/Dining Room/ Kitchen	\$500 for up to 4 hours.		
Dressing Room	n/c		
Grove with Sanctuary rental	\$50 for up to 4 hours		
Grove without Sanctuary rental	\$75 for up to 4 hours		
**Minister			The minister's fee is discussed with and paid directly to the minister and includes mileage.
** Organist (service)	\$200		Organist fees are established by the American Guild of Organists. Our organist has first right of refusal. Please pay the organist and musicians directly.
Special music	\$50 (or as negotiated)		
** Organist (Rehearsal)	\$75 for one hour rehearsal		
**Sound Service (Rehearsal or Event)	\$40 an hour, 3 hr minimum to include rehearsal, equipment set-up and take-down.		This includes a microphone for the minister and two (2) CDs of the service.
Projector and Screen	\$100 per event		Must provide laptop or other device that can run slideshow/projection. Please coordinate with sound technician for proper specifications.
Sexton	\$20 an hour, 4 hr minimum to include set-up and clean-up.		The sexton is a church official in charge of maintenance of church property. He/She must be present at all times.
Security Deposit	\$250		Will be refunded, minus costs for damages, overtime & lateness fees if any, within two weeks after event.
<b>OVERTIME after 4 hours</b>	<b>\$30 an hour</b>		<b>Overtime is calculated from set-up to clean-up and is deducted from the security deposit. OVERTIME FEES WILL BE CHARGED for church to remove decorations, signs, letter or trash that is not removed.</b>
	<b>TOTAL</b>		

**\*\* These fees are additional and are not a part of the rental fee. Initials: \_\_\_\_\_**

NOTE: Please contact the church organist, Mark Daugherty, directly 215-242-0697. Please contact the lead sound person, Bob Williford at rbwilliford@gmail.com or 215-837-8427

Other Organist Assigned: \_\_\_\_\_ Phone: \_\_\_\_\_

## PAYMENT SCHEDULE

PAYMENTS	AMOUNT	DATE DUE	DATE PAID	BALANCE DUE	NOTES
<b>TOTAL FEES</b> (From Page 2)					
1st payment	\$250	At signing			Reservation fee will not be refunded but will be deducted from total fees.
2nd payment					50% of balance due
Subsequent payment					
Subsequent payment					
Subsequent payment					
<b>TOTAL AMOUNT PAID</b>					

The Unitarian Society of Germantown is a busy church with many programs and other church events. **Often more than one event occurs on any given day.** It is essential that all renters adhere to the times and time frames agreed upon for events. Timing of events should be arranged with the rental coordinator. **Be on time.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**\*In addition to the \$250 reservation fee the renter shall return to the church office signed copies of pages 1, 2, 3, 4, and 8.**

## VENDORS AND SPECIAL REQUESTS

Please provide the following information as soon as possible for Memorial services and no later than three (3) weeks for other events.

### FLORIST

Contact name \_\_\_\_\_

Phone \_\_\_\_\_ Arrival date \_\_\_\_\_ Arrival time \_\_\_\_\_

Will flowers be left for the Sunday service? Yes \_\_\_ No \_\_\_

### CATERER

Required if hot food is served. The following caterers are the only approved caterers.

- Feast Your Eyes, Contact Lynn or Elizabeth (215) 634-3002
- Weavers Way. Contact Bonnie Schuman (215) 866-9150 x209
- Wayne's Catering Service. Contact Wayne Allen (215) 438-9220
- Let's Cultivate Food. Contact Yoon Lee (610) 329-0199
- Shackamaxon Catering for All Seasons. Contact Paul Spangler (215) 244-9700
- Dining With Elegance. Contact Valaida Smith (215) 424-3950
- Catering By Design, (215)866-9500
- Tuxedo Catering. Contact Jewel Mann-Lassiter (215)848-6777

**Caterer must provide a certificate of insurance.** Rental coordinator is to be informed of the caterer's name and contact information.

All caterers must follow the instructions for the use of the stove/oven and kitchen exhaust system.

Please describe any special requests. We will reply promptly to let you know if we can fulfill them and what the cost, if any, will be.

\_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

### PHILADELPHIA MARRIAGE LICENSE INFORMATION

Be sure that you make arrangements for a license. Bring identification such as a driver's license, baptismal record, passport or birth certificate. The Marriage License Bureau is in Room 413, City Hall. Call (215) 686-2233. This office is open 8:30 a.m. to 4:00 p.m. on Monday, Tuesday, Thursday, Friday and 8:30 a.m. to 7:30 p.m. on Wednesday. No Saturday hours. All processing must be done 1/2 hour before closing. Marriage License is \$30 cash for those 18 years and older; and \$33 cash for those under 18. Also if under 18, parents must appear and both must have identification such as a driver's license, baptismal record, passport, or birth certificate.

After a three (3) day waiting period, either one of you, with receipt, can pick up the license which is good for only sixty (60) days.

# **TERMS AND CONDITIONS: USG SPACE USAGE**

The following rules and regulations apply to all renters/users (referred to hereafter as “renters”) of the facilities of the Unitarian Society of Germantown (“USG” or “the church”). The renter must sign a copy of this document as part of the rental agreement.

## **RENTER AGE REQUIREMENT**

1. Renters must be at least 21 years old.

## **FEES**

2. There is a **\$250 non-refundable reservation fee** required with the initial application to save the date. This fee will be deducted from the total fees.
3. The non-refundable reservation fee and at least fifty percent (50%) of the total fees must be paid when the application is signed. Renters must pay the church the balance of the agreed-upon Total Fees shown on the Application for Space Usage, not later than six (6) weeks prior to the event. (For events that cannot be scheduled six weeks in advance, such as memorial services, full payment shall be made prior to the event.)
4. There is also a **security deposit of \$250** required, to be paid no less than six (6) weeks prior to the event. The deposit will be refunded within two (2) weeks after the event has occurred **UNLESS** there is damage, breakage or harm to church property, including buildings, furniture, fixtures, supplies and exhibits, or excessive clean-up is required including the kitchen appliances, in which case the church will refund only the unused part of the security deposit, if any. Renters/users of the facility must pay for all damages in excess of the security deposit. Overtime @ \$30 an hour will be deducted from the security deposit. Lateness fees may also be deducted.
5. Cancellation policy: if a reservation for our facilities is cancelled:
  - More than three (3) months in advance of the reserved date: 50% refund of all other fees paid other than reservation fee
  - One (1) to three (3) months in advance: 25% refund of all other fees paid other than reservation fee.
  - Less than one (1) month in advance: No refund of any fees paid.

## **NOTIFICATIONS TO THE CHURCH RENTAL COORDINATOR**

6. Renters must confirm precise times with the Rental Coordinator at least three (3) weeks in advance of event. If the renter has rented the Assembly Room and intends to use the stage in the Assembly Room, renters must notify the Rental Coordinator at that time of the intent to use the stage. (Rental of the stage is at no additional cost when the Assembly Room is rented.)
7. To the extent this information is not included in the rental agreement, renters must register musical groups/disk jockeys, florists, caterers, and any other persons or groups who will be providing goods or services for the event with the church Rental Coordinator at least three (3) weeks in advance.

8. Renter must arrange with the Rental Coordinator for use of the church organ, pianos, sound equipment or other church property at least three (3) weeks in advance.
9. Renters must notify the Rental Coordinator of any set-up details at least one (1) week in advance of event.
10. All special requests for the sexton must come through the rental coordinator. Renter will not make special cleaning requests of the sexton.

## **USE OF FACILITY**

11. Renters must not use nails, push-pins or any type of adhesive tape to affix decorations or signs to interior church property.
12. Renters must not attach signs on exterior church buildings or grounds, except at the Johnson Street parking lot entrance, where string or ribbon (or push pins on the wooden posts or utility pole) may be used. **PLEASE REMOVE ALL SIGNS IMMEDIATELY FOLLOWING EVENT.**
13. Renters must inspect the rooms which have been used after the event and take responsibility for leaving them in a tidy condition. Renters must assure that the rooms are arranged as they were found or as requested by the Rental Coordinator, Sexton, or Building Representative.
14. Balloons are not permitted.
15. **Renter must remove all decorations, signs, litter, trash, or other debris from buildings and grounds.**
16. Loitering, vandalism, profanity or sitting on church steps is not allowed.
17. Music and Dancing -- USG is located in a residential neighborhood. If there is music, the following regulations prevail: All music is to be terminated no later than 12:00 midnight. Minimal amplification is permitted. No speakers will be permitted outside of the building. Weather permitting, outside doors may be opened provided that the sound level is sufficiently low.
18. Refreshments—Cold food (sandwiches, finger foods, salad, beverages, cake, cookies, etc.) may be provided and served by the renter. Kitchen may be rented and used to arrange and serve cold refreshments. Hot food **MAY NOT** be provided by the renter without a caterer. Renter will not be permitted to cook in the kitchen or heat up food.
19. Alcoholic Beverages -- The only alcoholic beverages permitted on the premises are champagne, wine and beer. Attractive alternatives for alcoholic beverages must be displayed and be available. It is the responsibility of the renter to insure that no guest or member of his/her organization or party becomes intoxicated, or is served an alcoholic beverage if she or he is not of legal drinking age. The church is not responsible for any consequences arising from alcohol use.

20. Smoking -- Smoking is not allowed in the building. Smoking is permitted outside the building provided that there is proper disposal of cigarette/cigar butts. The renter shall not allow the underage use of tobacco products by a guest or member of his/ her organization or party.

## **CATERERS**

21. The church has designated certain caterers as “approved” to cater at the church. The names and telephone numbers of the approved caterers are set forth in the rental agreement. The church is not responsible for the services of the approved caterers in any way. The renter is responsible to make his/her own agreement with the caterer, and the catering services and everything incident to them shall be between the renter and the caterer.
22. Caterers may be required to complete a separate agreement covering their use of the church kitchen and belongings (including utensils, china, tables, chairs, etc.), arrival time, clean-up, etc. Proof of insurance by caterers is required.

## **PARKING**

23. A large parking lot, behind the church, is available for use. Entrance is via Johnson Street. Only cars of the person renting the facilities and the handicapped may be parked in the Lincoln Drive courtyard or driveway. Under no conditions shall vehicles drive on sidewalks or grounds. Vehicles must remain on driveways or parking areas at all times.

## **OTHER CONDITIONS**

24. If the renter’s actions or inactions result in a burglar alarm or smoke alarm being set off, the renter shall be responsible for alarm charges.
25. Renters must pay the church for all damage, breakage, or harm to church property, including buildings, furniture, fixtures, supplies and exhibits, and for any excessive clean-up that is required. The renter is personally liable for any damages or loss over the amount of the \$250 security deposit.
26. Renters shall be responsible for the actions of caterers, disk jockeys, guests, or others that the renter may hire or invite. Renters will be required to forfeit the deposit and pay for damages caused by caterers, disk jockeys, or others that the renter may hire.
27. USG does not carry any blanket copyright licenses for any audio or visual mediums. If renting the projector and screen, Renter agrees to display only original or non-copyrighted material. If Renter wants to display copyrighted material, Renter must obtain and provide proof of proper license to display the copyrighted material.
28. I/We understand and agree that neither the Church, nor its trustees, representatives, employees, and agents may be held liable in any way for an occurrence in connection with the Activity which may result in injury, harm, or other damages to the undersigned or members of our organization and guests, invited or not. Rather, I/We agree that I/We alone shall be responsible for any property damage, personal injury or death that may occur during our use of the premises.
29. As part of the consideration for being allowed to use your facility, building and

grounds as well as all appliances and fixtures in the activity, I/We release the Church, its trustees, employees, agents, or representatives from any claim for damages, injury or death which may occur while participating in the Activity. I/We further agree to hold harmless the Church, its trustees, employees, agents, or representatives from any claim arising out of or participation in any form or fashion in the Activity.

30. The church maintains comprehensive multi-peril insurance on its property and for ordinary uses of its property. If, however, additional coverage is required, the renter agrees to pay the required premium(s).
31. The renter is responsible for assuring that the conditions of this policy are followed.
32. A Building Representative (who in most cases will be the Sexton assigned to the event) will be assigned by the Rental Coordinator. The Building representative is responsible for opening and closing the building and must be at the premises at all times during the event. The church reserves the right to eject anyone who is deemed by its Building Representative to present himself or herself in a disorderly fashion. If in the opinion of the Building Representative, unsafe, disruptive or hazardous conditions occur or the terms of this policy are not being followed by the renter, the Building Representative has the authority to end the event and notify the renters to leave the property immediately. No refunds of rentals or other fees for partial usage of the facilities will be made.
33. Only rooms/facilities specified in the rental agreement (as well as access areas, rest rooms, and entryways) may be utilized. Other church areas not specified in the rental agreement may not be used. In the event that they are used without prior agreement, the user will be held responsible for additional fees as set forth in the fee schedule.

### **SPECIAL RULES FOR WEDDINGS**

34. Rice or confetti may not be used. Birdseed, lavender buds, & bio-degradable confetti may be used but only outside the building(s).
35. Photography and Photographer rules must be discussed and agreed with the Minister.

By signing below, the organization or renter agrees to be bound by the above policies.

Signature of Renter: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Signor must be over 21 years old)*

Church Representative \_\_\_\_\_ Date: \_\_\_\_\_

**\*In addition to the \$250 reservation fee the renter shall return to the church office signed copies of pages 1, 2, 3, 4, and 8.**