



845 Perry Hwy; Pgh, Pa 15229 / 412-364-9000 / hilandchurchoffice@gmail.com

Building Rental Agreement

Today's Date _____ Current Hiland Member/Regular Attender: Yes No
(Regular Attender is defined as a person who is involved in Hiland's ministry on a regular ongoing basis for at least six months.)

Renter's Name/Organization _____

Address _____

Phone _____ Email _____

Name of person (s) in charge of event _____

Additional contact person _____ Phone _____

Event Information

(Single Use Only) Date of event _____ Set-Up date/time _____
OR *(You may set up the day before if absolutely necessary and the schedule allows)*

(Multi-Use Only) When will group meet (every Monday, 3rd Thursdays)? _____

Event Start time _____ Event End time _____ Estimated # attending _____

Nature of event _____

Will you be charging a fee to your event participants? YES NO If yes, how much? _____

Room(s) you will be using _____ *(see page 5 for list of available rooms)*

(Sanctuary/Fellowship Hall Use Only) Check all needs: sound system projection microphones

Is the event open to the public? Yes No

Requesting games of chance at event? Yes No [If yes, please supply copy of small games license with application]

Is alcohol being served? Yes No [If yes, Bartender's name/phone _____]

REMITTANCE: Please remit with this application (pages 1-3) a non-refundable deposit of 50% of the rental fee (Fee schedule found on page 5) plus a refundable custodial fee of \$75. The refundable custodial fee will be mailed to the address provided above within ten business days after your event if the Facilities Management Committee determines that no additional custodial hours are required to return the facility to its original state after your facility use. The balance of the rental fee is due no later than ten days before your facility use. *(Please Note: The non-refundable deposit will be returned if facility use application is not approved by the Session.)* Separate arrangements will be made for remittance for multi-use rentals on a case-by-case basis. The rental fee and the custodial fee (as long as facility is returned to original state) will be waived for members/regular attenders *(exception—a non-refundable \$75 custodial fee will be charged to members/regular attenders for weddings in the Sanctuary).*

Your signature below indicates acceptance of the STANDARDS OF USE (provided on page 6) and responsibility for following them pending approval of this application. All requests to use the church facilities must be made to the Session of the church, via the church office. All applications must be approved before plans are made to use the facility. **Allow at least thirty days for this application to be considered.**

Signature _____ Date _____

Yes I have read and understand all eight pages of this agreement. _____ (Please Initial)

For Office Use Only: Received by: _____ Check # _____ Deposit Amount: _____
Session approved _____ Coordinator: _____

SPECIAL RENTAL FEE CONSIDERATIONS AND MULTI-USE REQUEST

Any applicant requesting special consideration on a single-use rental fee or requesting the use of Hiland facilities for a regularly occurring gathering (multi-use) must fill out the appropriate section below.

FILL IN ONLY FOR SINGLE USE SPECIAL RENTAL FEE CONSIDERATION

Please explain why you are requesting special consideration for a reduced/waived fee for your one-time facility use?

FILL IN ONLY FOR MULTI-USE REQUEST

Is your organization non-profit? YES NO

Is your use of our facilities being anticipated to last more than one year? YES NO

What is the purpose of your organization? _____

What else would you like us to know about your organization? _____

Organizations which use the Hiland facilities for recurring meetings usually submit payment for facility use in quarterly payments. We recognize that each group has its own timetable and financial ability. In determining a reasonable fee and timetable, please speak to your ability and anticipated payment schedule. _____

FILL IN ONLY IF YOUR FACILITY USE IS FOR A WEDDING

Wedding Date: _____ Time of Ceremony: _____

THE BRIDE:

Full Name: _____

Phone Number: _____

Address: _____

THE GROOM:

Full Name: _____

Phone Number: _____

Address: _____

Please explain briefly why you chose Hiland Presbyterian Church for your wedding (example: location, our home church was unavailable, Hiland is my home church, etc.) _____

FILL OUT SECTION BELOW ONLY IF MINISTER OFFICIATING AT YOU WEDDING IS NOT THE HILAND PASTOR

Important Note: Guest pastors must be approved and invited by Hiland's Pastor to officiate.

Guest Minister's Name: _____

Church Affiliation of Guest Minister _____

Guest Minister's Phone Number: _____

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– PLEASE KEEP THIS PAGE FOR YOUR RECORDS –

ADDITIONAL COSTS: All rates listed below are for events (including set-up/event/clean-up) up to 6 hours. An additional \$40 per hour for events of more than 6 hours will be charged. An additional \$100 will be charged for events where alcohol is served. An additional \$100 will be charged for events where games of chance are being offered. Additional wedding fees can be found on the wedding checklist on page 7. Please note that the fee for multi-use rentals (an ongoing regularly occurring gathering) will be determined on a case-by-case basis by our Facilities Management committee. Hiland Presbyterian Church reserves the right to review and modify this rate schedule, in whole or in part, at any time.

Room (Occupancy)	Single Use Fees	Includes:	Hiland Church Responsibilities	Renter's Responsibilities
Sanctuary (225)	\$310	-Use of piano/organ with Music Director's approval -Use of audio/visual systems -Special wedding accoutrements (see <i>Wedding Coordinator for a list of these</i>)	-cleaning of all bathrooms and vacuuming carpets prior to event	-(Events without coordinator) picking up/returning key -any item moved into the space is to be returned or removed -Piano and other stationary musical instruments are to NOT be moved -remove all programs from pews -turn off equipment used/fans/lights -ALL items (food or otherwise) you bring must leave with you
Library (40)	\$135	-Tables and chairs	-cleaning of all bathrooms and vacuuming carpets prior to event	-(Events without coordinator) picking up/returning key -set up/take down tables & chairs -any item moved into the space is to be returned or removed -empty garbage cans including bathrooms -turn off lights -ALL items (food or otherwise) you bring must leave with you
Choir Room (40)	\$135	-Tables and chairs -Kitchen area/Kitchen appliances	-cleaning of all bathrooms and sweeping floors prior to event	-(Events without coordinator) picking up/returning key -any item moved into the space is to be returned or removed -move tables & chairs back to original placement -empty garbage cans including bathrooms -sweep (and mop) floors -turn off lights -ALL items (food or otherwise) you bring must leave with you
Conference Room (40)	\$110	-Tables and chairs	-cleaning of all bathrooms and sweeping floors prior to event	-(Events without coordinator) picking up/returning key -any item moved into the space is to be returned or removed -move tables & chairs back to original placement -empty garbage cans -turn off lights -ALL items (food or otherwise) you bring must leave with you
Parlor (20)	\$110	-Parlor furniture and extra chairs	-cleaning of all bathrooms and vacuuming carpets prior to event	-(Events without coordinator) picking up/returning key -any item moved into the space is to be returned or removed -move furniture back to original placement -set up/take down extra chairs -empty garbage cans -turn off lights -ALL items (food or otherwise) you bring must leave with you
Fellowship Hall [Gym] (200) Audio/Visual equipment in Fellowship Hall	\$360 \$ 75	-Chairs and tables -Kitchen area/kitchen appliances (limited freezer space) -Stage	-cleaning of all bathrooms and sweeping gym and kitchen floors prior to event	-(Events without coordinator) picking up/returning key -set up/take down tables & chairs -all dishes, utensils, glasses, cookware and servingware cleaned and put away -empty garbage cans -sweep and mop floors -turn off lights -ALL items (food or otherwise) you bring must leave with you

The rental fee and the custodial fee (as long as facility is returned to original state) will be waived for Hiland members/regular attenders with the exception a non-refundable \$75 custodial fee charged for a member/regular attender use of the Sanctuary for a wedding. In the event that the Facilities Management Committee determines that additional custodial hours are required to return facility to its original state after your facility use (other than a Sanctuary wedding) a \$75 custodial fee will be charged to Hiland member/regular attendee. In the case of a Hiland member using the church facilities for free, with the use being for a fundraiser for an outside organization: the member or the outside organization is strongly encouraged to give a donation to the church to defray the costs of using the space. The donation can be either a percentage of the event income, or a flat amount.

**HILAND PRESBYTERIAN CHURCH
STANDARDS OF USE**

The following standards of use are specific requirements for all individuals and groups using church facilities.

1. Individuals and organizations are held responsible for any damage caused to the premises by their occupancy. The facility will be inspected after every use by a representative of Hiland Church.
2. The church accepts no liability for cars parked in church lots. Please advise your members to lock their vehicles.
3. SMOKING and DRUGS are not permitted.
4. Any group requesting to serve alcohol will be approved on a case by case basis. Facilities Management will determine on a case by case basis if a professional bartender will be required. Contact information for said bartender, if required, must be provided one week prior to the event. Alcohol consumption is limited to BEER and WINE only. All other spirits are prohibited. All trash should be bagged and discarded in the dumpster in the parking lot.
5. Any games of chance must be disclosed upon application and will be approved on a case by case basis.
6. All groups are requested to be off the premises by 12:00 p.m. and NO use of facilities will be permitted before 1:00 p.m. on Sundays. All microphone/sound equipment must be turned off by 10:45 p.m.
7. Kitchen must be left in a clean, safe and orderly conditions following use. Dishes, silver, utensils, etc. are to be properly washed, dried, and returned to storage locations. Cupboards, stove, sinks, refrigerator, etc. must be clean and safe.
8. All trash produced at the event should be bagged and put in the dumpster in the parking lot. Hiland's dumpster may be used during and at the conclusion of the event. If you have need of an additional dumpster, we need to know ahead of time so one can be ordered; you will be billed for this. If we are fined due to overuse, you will be billed for this.
9. All organizations not sponsored by the church are required to submit proof of liability insurance. Our insurance agent suggests \$1,000,000 per occurrence and \$3,000,000 aggregate. The church is to be named as an "Additional Insured."
10. Because the activity may cause a portion of the Church facility to be categorized as a "public accommodation" under *The Americans with Disabilities Act of 1990*, this will confirm that you/your organization will assume all obligations to make the space used for the event and the services provided to be accessible to people with disabilities. It is your obligation to notify invitees to make arrangements with you if they have any special needs.

YOUR WEDDING AT HILAND INFORMATION AND CHECKLIST

Hiland Presbyterian Church would like to congratulate you on your upcoming wedding and is pleased to share in your celebration of this most meaningful and sacred day in your lives. We at Hiland are happy to assist you in the preparation for your wedding. The information below is meant to simplify the process and answer some of the questions you might have.

You must contact the following people immediately:

- Pastor Elisabeth Hartwell (to schedule the required marriage counseling and her services for your wedding rehearsal and wedding day) 412-364-9000 (*You do not need to do this if your own minister is officiating the ceremony.*)
- Cindy Plazek, Organist (to schedule her services for your wedding day/ 412-651-5236
- Donna Spicuzza, Hiland Wedding Coordinator (to schedule her services for your wedding rehearsal and wedding day) 412-931-1735. **The Wedding Coordinator's services are not optional. Your ceremony will not be permitted without the Coordinator's assistance.**

You will also need to immediately:

- Fill out and return this application and return to Hiland Church (Attention: Maureen Profeta; 845 Perry Hwy; Pgh. PA 15229) with a check payable to Hiland Presbyterian Church for the non-refundable deposit (50% of the Facility Use fee) plus a refundable custodial fee of \$75. HILAND MEMBERS/REGULAR ATTENDERS: While the Facility Use fee is waived for Hiland members/regular attenders, a non-refundable \$75 custodial fee will be charged for weddings in the Sanctuary. (*Regular Attender is defined as a person who is involved in Hiland's ministry on a regular ongoing basis for at least six months.*)

Ten days before your wedding date:

- Submit a check made payable to Hiland Presbyterian Church for the balance owed.

At the Rehearsal submit to the following individuals:

- Minister: \$300 (check made payable to Rev. Elisabeth Hartwell) and marriage license
- Organist: \$250 (check made payable to Cindy Plazek)
- Soloist (if applicable): \$75 (check made payable to individual)
- Wedding Coordinator (if applicable): \$50 (check made payable to Donna Spicuzza)

Other Items of Note:

- ▶▶ Hiland does not provide bulletins for your service, or flowers, candles or decorations for your wedding. You will need to contact the appropriate outside providers for these items. Hiland does have available some special wedding accoutrements upon request. Please contact the Wedding Coordinator for a list and to make arrangements for their placement in the Sanctuary.
- ▶▶ The Sanctuary has a seating capacity of approximately 225 people and is comprised of two matched aisles of fifty feet in length which lead to the chancel area. Seasonal decorations in the sanctuary will not be removed for weddings so please plan accordingly.
- ▶▶ Feel free to contact the church office at 412-364-9000 with any questions you may have.

APPLICATION AND FACILITY USE PROCEDURES AND OTHER INFORMATION

APPLICATION PROCESS: All facility use must be approved by the Hiland Session. Once your completed application is received in the church office it will be given to the Facilities Management committee who will review it, assign an event coordinator if necessary, and present it for approval at the next regularly-scheduled Session meeting. Use of the facilities is at the discretion of the Facilities Management committee when there is no rental fee or collection of money at a particular event. Please note that your date is not guaranteed until Session approves your request for facility use. Session meets on the last Monday of the month except in July and December. If an application is received more than thirty days from a regularly scheduled Session meeting, the request will be presented to Session for approval via electronic vote. You will be contacted within three business days after Session vote to inform you of their decision and, if applicable, contact information for your event coordinator.

EVENT COORDINATOR: An Event Coordinator will be assigned to single use events of unaffiliated individuals/organizations to guide them in their use of the facility. The Event Coordinator will be on campus during the event to ensure the renter has access to the facility and is able to find all the amenities required as well as monitor adherence to the Standards of Use agreed upon and will coordinate with the financial secretary to release refundable custodial fees after the event if facility is returned to its original state. The Event Coordinator will always be a Hiland member/Regular attender who may or may not be affiliated with the renting person/organization. No Event Coordinator will be required/assigned for multi-use rentals or for Hiland member/regular attender facility use.

PROCESS FOR SPECIAL CONSIDERATION OF FEES AND MULT-USE REQUESTS: Once your application is received, it will be forwarded to the Facilities Management committee who will review the application and make a determination for a reduced rate for single use or a reasonable fee schedule for multi-use. The results of their determination will be reported to you and if you wish to continue your application, it will be presented to the Session of Hiland Presbyterian Church as described above.

MULTI-USE SCHEDULING: Please be advised that if you intend to cancel or reschedule one of your regularly scheduled meetings, you are required to inform the church office at 412-364-9000 at least one business day in advance.

EXCEPTIONS TO MULTI-USE SCHEDULING ARRANGEMENTS: During the year, there are special circumstances that occur that would make it necessary for Hiland Church to cancel or reschedule your regularly scheduled event. Should this be the case, your organization will be contacted at least two weeks in advance unless the specific circumstances do not make this possible. (For example, if a church ministry needs the space, you will receive adequate notice. If a funeral must be scheduled during the same time as your regularly scheduled event, we will give you as much notice as possible.) You will not be reimbursed any of your rental fee if and when this occurs.

NON-HANDICAP ACCESSIBILITY STATEMENT: Please note that the Hiland campus is not handicap accessible. The Sanctuary and Library are accessible without having to navigate stairs and non-ADA restrooms are available in the Library. In the Education Building, a six-step staircase must be navigated to reach the non-ADA restrooms used for Fellowship Hall and Parlor rentals. There is an outside four-step staircase plus an additional step up leading into the Administration Building with a non-ADA restroom located on the same floor as the Conference Room. There is an outside seven-step staircase leading to the Choir Room and non-ADA restrooms are available in the choir room.