



APPLICATION FOR USE OF FACILITIES

213 Little Conestoga Road
P.O. Box 596, Uwchland, PA 19480
(610) 458-5177

Name(s) of individual(s) or organization: _____

Address of contact person: _____

Phone no. of contact person _____

Date Requested: _____ Event Time: _____ Setup Date/Time: _____

Rehearsal Date Requested: _____ Rehearsal Time: _____

Facility will be used for _____

Number of people expected _____ Adults _____ Minors _____

Facilities Requested (check)

_____ Sanctuary _____ Nursery
_____ Basement _____ Other _____
_____ Basement Kitchen _____ Other _____

Will A/V equipment be required? _____ Yes _____ No

Please list in detail what your intended activities will be:

Facility Use Guidelines

1. The use of Windsor Baptist Church of Uwchland is reserved for events that are consistent with the faith and practice of Windsor Baptist Church.
2. Church and church school functions will take precedence over those of any other group. Other groups may use the facilities with charges as specified in guideline no. 11 of this application.
3. Use of the facility will be limited only to approved facility areas. Other areas in the building may be scheduled for other purposes at the same time.
4. No birdseed, rice, or confetti is to be used in any part of the sanctuary, building or premises.
5. The church reserves the right to have a representative visit groups using the facilities to assure proper use.
6. Publicity for an event to be held on our premises must in no way imply or suggest an endorsement or sponsorship by any member of Windsor Baptist Church. Should any such implication arise, the sponsor or

person involved will be expected to retract it immediately via the newspaper. Please provide a copy of your advertisement for pre-approval.

7. Smoking and the use of alcoholic beverages are prohibited.
8. Any damages incurred in the use of the facilities must be replaced by the group or person responsible in cooperation with Windsor Baptist Church of Uwchland and the contractors who service our facilities. Replacements will be of the same or equal quality.
9. Under normal circumstances, no wedding receptions for non-members will be hosted at the church if the wedding is not held at the church.
10. The Elders or Deacons of Windsor Baptist Church of Uwchland reserve the right to accept or reject any request for the use of its facilities with no recourse on the part of the applicant.
11. Individuals using the basement and basement kitchen agree to insure that heating and air conditioning have been turned off, windows closed, lights turned off, and all the doors to the facility are locked and secured when leaving. If the church's custodian is not cleaning up, the basement and basement kitchen must be returned to original set-up, garbage put in the church dumpster, and basement and kitchen cleaned and ready for use.
12. Charges for non-members:
 - A. Sanctuary
 - Charge for sanctuary use is \$200.
 - If the organ is to be used by a guest organist, the guest organist needs to contact our church organist for instructions on use.
 - B. Basement and Kitchen
 - Charge for basement and kitchen use is \$250.
 - C. Staff
 - A representative of Windsor may be required to be on site. There will be a charge of \$20 per hour for the representative to be at your event, if one is required.
 - If A/V equipment is required, there will be a charge of \$75 to cover the cost of the A/V staff.
 - D. Cleaning Cost
 - There will be a standard cleaning charge of \$150. If your event requires more cleaning than the allotted time, you will be charged at the cleaner's current rate for the number of extra hours required.
 - E. Payment
 - All fees must be submitted to the church office at least one week prior to use. If any additional clean-up or usage charges are due, you will be required to remit that fee within fifteen days to the church office.

(Please sign one copy and return to the church office. The other copy is for your records.)

Signature of individual(s) making request

Date

Deacon Action _____ Approved _____ Disapproved

Deacon Signature and Date _____