

Beulah Presbyterian Church Room Reservation Request

2500 McCrady Road, Pittsburgh, PA 15235 www.beulahpresby.org Phone 412-242-4570 Fax 412-242-2971

Please see back of the form to review key facility use policy considerations

A. Sponsoring Group

PRIMARY Contact Person's Name*

Phone:

Email:

Street Address:

City:

State:

Zip:

ALTERNATE Contact*

Name:

Phone:

Email:

Beulah Connection:

B. Name of Event

One-Time Event Date

Alternate Date

Recurring Event Dates

From to

End date required. If tentative, check here

Recurring Date Pattern

Example: The First Tuesday of every month except December. OR simply list each date separately above.

C. Event Start Time

Event End Time

Setup Date

Same OR:

Setup Start Time

Room clean and vacated by:

NOT LATER THAN 9:00 pm M-Th, 3:00 Sat

D. Preferred Room/s

Anticipated Attendance

Room Setup Needs

No setup

Our group requests assistance with setup due to physical limitations⁺

⁺ *This request must be approved by the Facility Coordinator. Even if your group sets up, please check what you need available:*

Chairs Only Round tables for 8 Long tables for 8-10 Serving tables (long) Display tables (long)

E. Equipment Needs

None

Non-Member groups

DVD/TV microphone screen podium

Beulah Groups

microphone podium screen projector overhead slide projector DVD/TV

F. Hospitality/Catering

No Food

Beverages Snacks

Kitchen Use store/cool /warm serve full prep

Caterer/Food Handler Contact

G. Donation Amount Discussed

\$ one time monthly other:

H. Signature of Contact Person

Date

** Your name entered above certifies that you have read the Facility Use Policies and you and the group agree to abide by them. The primary contact person or alternate contact must be on site when the event is taking place.*

FOR OFFICE USE ONLY:

Special approvals (if required)

Referred to Facility Coordinator (date):

Referred to Buildings and Grounds (date):

Referred to Session (date):

Organization's Certificate of Liability Insurance on file (date):

Releases of Liability on file (date): Rec Roster on file

Caterer's Food Handling Certificate on file (date):

Initial and Date Approved

Confirmation sent

Posted on calendar

Pink copy to Custodians

and Facility Coordinator

Received Donation (amount)

BASIC FACILITY BOOKING GUIDELINES (Updated 1/22/2013)

These guidelines are *not* a substitute for the full policy statement that you must read and agree to with your signature on the front of this reservation request.

The guidelines here are offered to highlight policies related to booking and securing your reservation. Specific policies on use of the facility, cancellations, and general rights and responsibilities are stated in detail in the **Facility Use Policy**. This statement is included in your application packet, or will be sent via e-mail at the time of your request.

BEFORE REQUESTS ARE APPROVED

Organizations not associated with Beulah Presbyterian Church must provide a current certificate of insurance liability coverage before the application is approved and may not publicize the event until the church has received this document and a confirmation notice has been received.

Private hosts of events must sign a release of liability waiver on behalf of their guests (parties, showers, etc.).

Sports and Recreation groups: *Each participant* must sign a waiver. If participants are minors, parents must sign a waiver for their children to participate. Waivers must be collected on all new players as they join throughout the season. A roster must be provided to the church office with the forms and updated regularly.

RECURRING EVENT REQUESTS

You must provide an end date. The number of weeks allowed for recurring events may be limited based on other calendar priorities. Some dates may fall on a holiday or during a major program week such as Vacation Bible School or Sports Camp. Please refer to the Facility Use Policies about closures and cancellations.

THE ROOM ARRANGEMENT SKETCH (groups that are physically unable to set up on their own)

A simple sketch of the preferred placement of equipment and tables/chairs must be submitted with your request, or not later than 5 working days prior to the event.

AVAILABILITY OF EQUIPMENT AND AUDIO VISUAL SUPPORT

Non member groups: Other than the items listed on the front of this application, non-member groups are expected to provide their own presentation equipment and materials. On-site technical assistance for audio or projection issues is not provided.

Member groups: While additional equipment is available to member groups, technical assistance may not be. Please check at the time you make your request about staff availability to provide technical support.

GENERAL REMINDERS

All groups must vacate the building by 9:00 pm week nights (Mon-Thurs) or 3:00 PM Saturdays so the custodians can finish cleaning up and secure the building.

Trash accumulated must be removed and placed in the dumpsters outside the kitchen entrance.

You may not extend your reservation beyond the times and dates approved without prior authorization. If you wish to change anything about the initial reservation, please make a formal request **two weeks in advance** of need. Other groups may already be booked for those dates and/or times.

There is **no smoking** in the building, and, in accordance with the Allegheny County ordinance, you may not smoke within a minimum of 15 feet from the building.

You may only use those rooms and areas of the building that you have officially reserved. If you find that you need additional rooms or a different space to accommodate your group, you must contact the office for confirmation of availability in advance of your next meeting.