

UNION SETTLEMENT

UNION SETTLEMENT CONFERENCE /MEETING SPACE REQUEST FORM / CONTRACT

SEND REQUEST TO: CONFERENCESPACEREQUEST@UNIONSETTLEMENT.ORG

DATE REQUESTED: _____ START TIME: _____ END TIME: _____

Location Requested

El Sitio Feliz Community Garden • 237 East 104th Street • Occupancy = 250	Sendero Verde Union Multipurpose Room • 71 East 111 th Street • Occupancy = 125	Union Community Room • 237 East 104 th Street • Occupancy = 180	Union Gymnasium • 237 East 104 th Street • Occupancy = 320
Executive Office Open Meeting Area • 118 East 108 th Street • Occupancy = 25			

APPLICANT INFORMATION

Organization Name: _____

Address: _____

City/State: _____ Zip Code: _____ Number of Guests: _____

Contact Person: _____ Cell Phone Number: _____

Email Address: _____ Event Type: _____

Food Be Served: _____ Name of Catering Company: _____

Would you like to schedule an on-site view of space: _____

Equipment Needs

Laptop	Presentation Clicker	Audio (Microphone)	Flip Charts & Easel
Zoom Conference	Projector Screen	Podium	Markers

Additional Notes/Information Regarding the Event

CONSENT

AGREEMENT: I, _____ the undersigned, agree to abide by all rules, regulations and conditions set forth herein for the use of space at Union Settlement.

Requestor Signature

Date

CONSENT

(FOR AGENCY USE ONLY)

Approved ()

Not Approved ()

Comments: _____

Date: _____ Cost: _____

IMPORTANT: Please read the rules and regulations provided in this contract.

Union Settlement is dedicated to providing quality service and making your next event a memorable and successful one. Union Settlement has adopted the following Rules and Regulations concerning the use of all conference and meeting space. These Rules and Regulations are incorporated by reference into this event space contract.

Union Settlement does not discriminate on the basis of race, color, religion, gender, age, sexual orientation, marital status, disability, national origin, or status with respect to public assistance. Allowing any individual or group to use Union Settlement space does not imply endorsement of the individual's or group's views or ideology by Union Settlement.

RULES AND REGULATIONS

- The following Rules and Regulations have been adopted by Union Settlement to ensure a safe, positive, and healthy environment when using our space.
- Additional rules, regulations, and policies may be added from time to time as circumstances warrant.

HOW TO SCHEDULE AN EVENT

- Union Settlement Administration team recommends that reservations are made at least thirty (30) days prior to the date of the event.
- For additional information regarding reservations, please contact the main desk in the Community Center at

RESERVATIONS AND SCHEDULING

- To reserve the space, submit a contact via email to CONFERENCESPACEREQUEST@UNIONSETTLEMENT.ORG
- Request will be addressed during normal business hours.
- After the application has been reviewed and approved, the Requestor must enter into a written Event Space Contract (the "Agreement") with Union Settlement within 48 hours of approval.
- Failure to agree by the date due in the Agreement shall result in the loss of the reservation.
- The minimum age to use Union Settlement facilities is twenty-one (21) years of age.
- Youth groups (groups with children under the age of 18) shall be chaperoned on a ratio of at least one adult

for every ten (10) or fewer children under the age of 18.

- The number of minors attending shall be stated when requesting the date for the event. *Active supervision means that supervisors must maintain this ratio.

RULES

- If there are damages a charge according to the nature of damage to the property is at our discretion.
- Cancel prior to reservation date.

CANCELLATIONS/NOTIFICATION

- Cancellations are required a minimum of 72 hours prior to the event. Failure to adhere to this timeline results in a forfeit of refund.
- All cancellations must be submitted by email to CONFERENCEPACEREQUEST@UNIONSETTLEMENT.ORG
- Union Settlement reserves the right to cancel an Event.
- This cancellation policy is for all Union Settlement event spaces.

USER GROUP RESPONSIBILITIES

- Users may only use the space as identified and approved in this contract.
- The User may not sublet the Union Settlement facilities, nor may the Agreement be transferred.
- User may not sell food, beverages, or merchandise on Union Settlement premises, unless specifically, pre-approved by Union Settlement.
- The User must comply with all applicable federal, state, and local laws, ordinances, rules, and Regulations, as well as the Union Settlement Rules and Regulations contained herein.
- Union Settlement has the right to immediately terminate use of the space if the User violates any applicable federal, state, or local law, ordinance, rule or regulation or the Union Settlement Rules and Regulations contained herein.

LIABILITY INSURANCE

Union Settlement, in its discretion, may require the User to obtain liability insurance for the Event. If liability insurance is required, the following requirements apply:

- \$1,000,000 minimum coverage
- Insurance shall cover liability for injury, death, and property damage, including coverage for alcohol related claims.
- The insurance policy must be issued by an insurance company licensed to do business in New York.
- Union Settlement must be named as an "Additional Insured" on the policy.
- At least fourteen (14) days prior to the start of the use Term, the User must give to Union Settlement a certificate of insurance showing the required coverage.

PERSONAL PROPERTY

- Union Settlement shall not be liable or responsible for any personal property belonging to the User or the User's guests, invitees, participants, members, spectators, agents, volunteers, vendors, contractors, employees, representatives, or servants.
- The User shall indemnify, defend, and hold harmless Union Settlement for any loss or damage to personal property suffered by the User or its guests, invitees, participants, members, spectators, agents, volunteers, vendors, contractors, employees, representatives, or servants.

DECORATIONS AND ROOM ALTERATIONS

- The User shall not make any alterations to the Union Settlement facilities without the written consent of Union Settlement.
- Alterations include, but are not limited to, any items that are hung, glued, taped or in any other way affixed to the walls, ceiling, floor, windows, or light fixtures of Union Settlement. Union Settlement reserves the right to remove all decorations that do not meet a pre-approved plan.
- Any decoration or set-up time must be included in the use Term.
- Confetti and rice are strictly prohibited throughout the Union Settlement. When using balloons please secure the

streamer.

- No inflated bouncing balloons or bouncy houses are allowed.
- Tables, chairs, dance floor, staging, and other items of personal property shall not be stored at Union Settlement, shall be brought in only during the use Term, and must be removed from the facility at the end of the use Term (unless authorized by the Union Settlement facility coordinator, in which case the User shall release, indemnify and hold Union Settlement harmless for all loss or damage occurring to or associated with the personal property). User must supply their own labor and supplies when decorating.
- The User is responsible for leaving the Union Settlement facilities in as good or better condition than found.

FOOD/BEVERAGE POLICY

Users may provide their own food and non-alcoholic beverages or utilize a professional caterer.

User must notify the caterer of the following regulations:

- No food preparation may take place on-site.
- All food products and waste must be removed off-site following the termination of the Rental Term.
- All beverages served or consumed on the Union Settlement premises must be from non-glass containers.
- All table linens must be removed.
- All caterers must provide a copy of a valid caterer license and proof of insurance at least two weeks prior to the Agreement Term.

ALCOHOL POLICY

- Alcohol is prohibited on the Union Settlement premises.
- Users and guests are prohibited from bringing in and/or serving their own alcohol.
- If the User is found to have served alcohol or if a User is found to have violated this alcohol policy in any way, Union Settlement shall immediately terminate the Event, and declare User in breach of the Space Agreement, and the User will be banned from using the premises in the future.
- All beverages served or consumed on the Union Settlement premises must be from non-glass containers.
- "Bring Your Own Bottle" functions are strictly prohibited.
- A Union Settlement staff worker will be assigned to oversee your event.
- Please sign the staff coverage form when you arrive and at your time of departure.
- All arrangements for deliveries, decorations and other preparation are to be made with the assigned worker.

ENTERTAINMENT

- Entertainment at the Union Settlement must be legal and cannot be obscene. Gambling, nudity, and profanity are prohibited.
- Music Playing: **MUST BE TURN DOWN BY 8PM AND OFF AT 9PM SHARP.** (Any user violating this regulation may be barred from future usage).

DAMAGES, ACCIDENTS, OR INJURIES

- Any accident or injury occurring on the Union Settlement premises, and any damage to the Union Settlement property or premises, must be immediately reported to the Union Settlement staff person on duty.

SMOKING

- Smoking on Union Settlement property is prohibited at all times.

ACCESS AND HOURS OF OPERATION

- All Events must be limited to the specific use Term set forth in the Agreement unless otherwise approved.
- The User shall permit Union Settlement staff and New York City officials, officers, employees, representatives, or agents to have access and to enter the Union Settlement Facilities at any time during the Event.

- Only the area or Facilities designated in the Union Settlement Application and/or Agreement may be used by the User or its guests, invitees, contractors, servants, vendors, members, players, spectators, and participants. All other areas in the Union Settlement are off limits.

PARKING

- Union Settlement does not have any parking lot available to users.
- Union Settlement is not responsible for tickets insured for double parking and any other violations during set-up of event.

COMMON AREAS/OVERALL BUILDING POLICIES

- Every User group must be under competent adult supervision.
- The User shall assume full responsibility for the conduct of all of its members, participants, players, coaches, staff, spectators, invitees, guests, employees, agents, servants, representatives, volunteers, vendors, and contractors.
- The User shall be liable for all damage to the Union Settlement facilities and/or property resulting from User's use of Union Settlement.
- User shall be responsible for ensuring that all of its members, participants, players, coaches, staff, spectators, invitees, guests, employees, agents, servants, representatives, vendors, contractors, and volunteers comply all applicable laws, ordinances, rules, regulations, policies, and procedures, include but not limited to Union Settlement Rules and Regulations set forth herein.
- Children must be kept under direct supervision of adults at all times and kept confined to the Facilities. Union Settlement will not assume responsibility for unsupervised children.
- All Events shall be operated and supervised to the satisfaction of Union Settlement.
- Violation of law and/or Union Settlement Rules and Regulations contained herein shall be grounds for immediate termination of the Event and ejection of the User and User's guests and invitees. A violation of the law and/or the Union Settlement Rules and Regulations shall be determined by Union Settlement staff and/or NYPD. Said determinations shall be at the sole discretion of Union Settlement. Neither Union Settlement nor any of its officers, officials, agents, representatives, servants, contractors, or employees shall be liable to User for any injuries, losses, or damages that may be sustained by the User or its guests or invitees as a result of the City's exercise of its right to terminate an Event or eject a User or User's guests or invitees.
- Violations of these Rules and Regulations may result in denial of future use of the Union Settlement forever more.
- Denial of use does not exempt violators from possible prosecution under applicable local, state, or federal law, ordinance, or regulation.
- Union Settlement and its employees, agents, officers, officials, representatives, servants, or assigns shall not be responsible for items damaged, lost, stolen, left on site, or left in vehicles on the Union Settlement premises.
- Under no circumstances shall the number of persons at an Event exceed the maximum capacity of the rooms, areas, or Facilities which are the subject of the Agreement.

FOR GARDEN ONLY

Union Settlement makes the *El Sitio Feliz Community Garden* available for use on request by Union Settlement staff, and East Harlem residents and organizations upon our discretion. The garden is not exclusive to you. You will have to share the garden with community gardeners.

CLEAN UP

The garden is to be left clean and garbage in plastic bags which will be provided by the Settlement staff person. Clean up is to take place DURING the hours of the event.

NO KITCHEN FACILITIES AVAILABLE

There are no kitchen facilities available when reserving the El Sitio Feliz Garden.

Union Settlement reserves the right to give preference to requests of its own departments when applications are being considered. Union Settlement also reserves the right to withhold use of space if there is any question as to

the nature of the activity with or without cause or explanation.

REST ROOMS

The user or its guests, invitees, contractors, servants, vendors, members, spectators, and participants ARE TO USE THE MAIN ENTRANCE WHEN USING THE RESTROOMS.

ENTRANCE CONTROL

Persons using the garden are required to assign their own doorkeeper to control entrance into the garden for the entire time of the activity.

FOR COMMUNITY ROOM ONLY

CLEAN UP

The place is to be left broom clean. Tables and kitchen clear of food. Garbage: cans and empty bottles should be placed in recycled blue plastic bags. The stove, sink, and refrigerator are to be cleaned. Light sweeping and also mopping up spilled liquids. NO FOOD OR LIQUIDS IS TO BE LEFT ON THE PREMISES AFTER YOUR EVENT HAS ENDED. THE LOBBY is not a part of the space use contract of the community room. The lobby should be clear at all times. You/your guests are to be in the community room ONLY. No exceptions. WE ARE NOT RESPONSIBLE FOR ANY ITEMS LEFT AFTER THE AFFAIR.

REST ROOMS

ALL INDIVIDUALS MUST USE THE MAIN ENTRANCE WHEN USING THE RESTROOMS. ENTRANCE CONTROL

Persons using the community room are required to assign their own doorkeeper to control entrance into the community room for the entire time of the activity.

FOR GYMNASIUM ONLY

CLEAN UP

The gymnasium is to be left clean and garbage in plastic bags which will be provided by the Union Settlement staff person. Clean up is to take place DURING the hours of the event.

NO KITCHEN FACILITIES AVAILABLE

There are no kitchen facilities available when reserving the gym. Union Settlement reserves the right to give preference to requests of its own departments when applications are being considered. Union Settlement also reserves the right to withhold use of space if there is any question as to the nature of the activity with or without cause or explanation.

REST ROOMS

ALL INDIVIDUALS MUST USE THE MAIN ENTRANCE WHEN USING THE RESTROOMS.

ENTRANCE CONTROL

Persons using the gymnasium are required to assign their own doorkeeper to control entrance into the gymnasium for the entire time of the activity.

Thank you for choosing Union Settlement. We hope our services brought a smile to your face and made your life just a little easier. Thank you for your support. We truly appreciate you and look forward to helping you again soon.