

Built in 1958, the Unitarian Universalist Congregation of Princeton's worship center is distinguished by its unique skylight in the sanctuary and visible to those driving by. We provide a sanctuary of beauty on the outskirts of the historic town of Princeton. The Unitarian Universalist Congregation of Princeton welcomes and supports those seeking the use of quality space.



Channing Hall, Robinson Lounge, Founders Room and the rest rooms on the upper floor are fully accessible to the physically challenged. There are room air conditioners in all rooms.

Mission Statement of the Unitarian Universalist Congregation of Princeton

In our open, welcoming community we live our message of hope, love, justice, and joy.

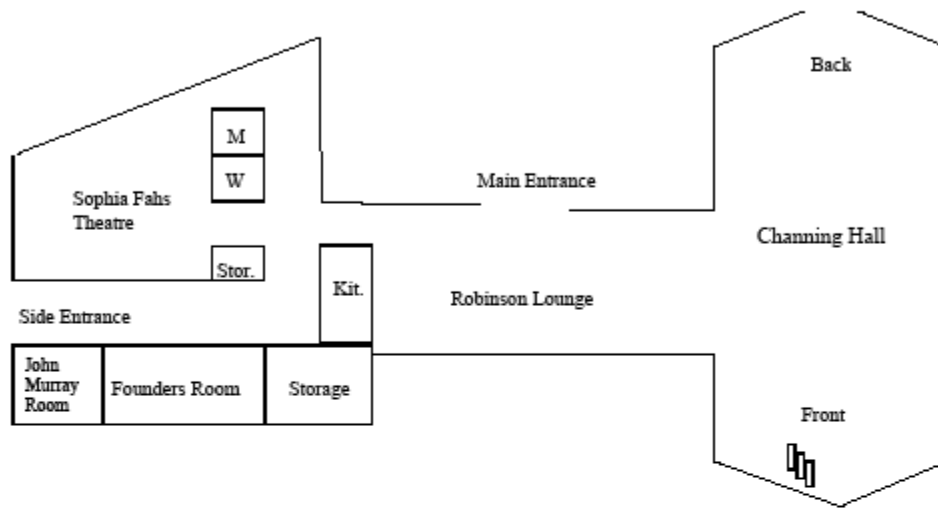
Our spaces are available to groups whose principles do not conflict with our values of freedom and dignity for all.

Discounted Rates

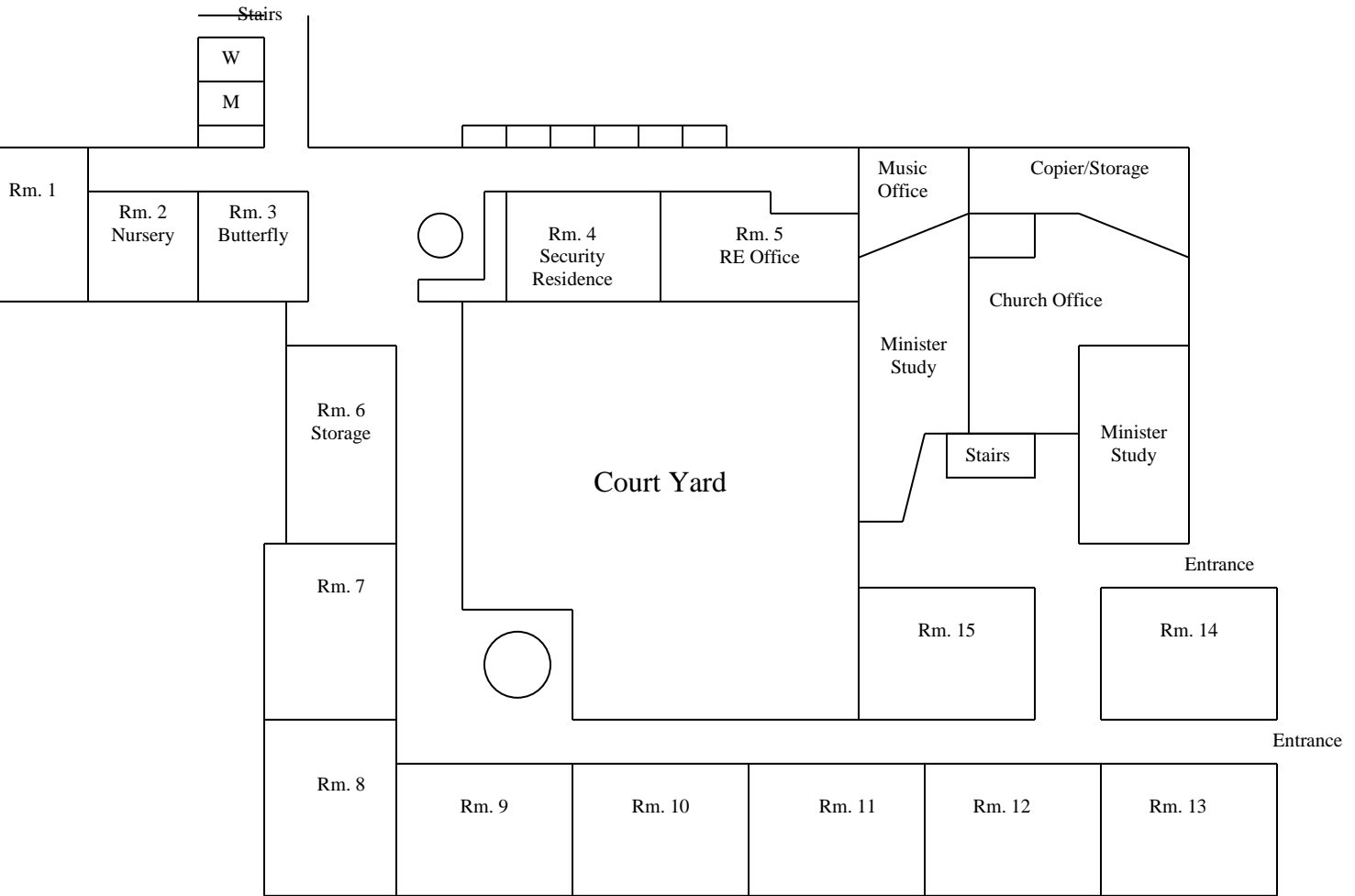
All requests for discounted facility use rates must be submitted in writing and will be reviewed by the Executive Team. Send your request to office@uuprinceton.org and include information about your group and why you are seeking a reduced rate.

Please check our online calendar for room availability www.uuprinceton.org look for the calendar link on the bottom.

Upper Level Floor Plan



Lower Level Floor Plan



Weddings, Unions, Memorial Services

Please contact the minister directly to check on his availability to officiate. If you do not wish to use his services he will need to grant you a waiver to use your own officiant.

Rev. Bill Neely 609-924-1604 ext.11

Flower deliveries should be coordinated through the office. Flowers should be placed in the Sanctuary by the florist. Please note that there is no one on staff in the building on Saturdays to accept deliveries.

The closest florist is located at [McCaffrey's Market](#):

Princeton Shopping Center

301 Harrison Street

Princeton, NJ 08540

609-683-1600

Mon.-Sat.: 7am-10pm, Sun.: 8am-9pm

They charge a \$5.00 delivery fee (as of this writing 7/2008.)

Another florist is Viburnum Designs, in Princeton: 609-683-8800.

Rooms

- None of our rooms are available for use on Sundays during our worship services.
- Facility users may not enter the building any earlier than 2:00 pm on Sundays.
- Congregation functions take precedent over outside facility users and outside facility users may be asked to move to another room, or even move to another day.
- Sexton services are not available on Saturdays. If custodial services are required you may wish to contract directly with our sexton, please contact the congregation office for his contact information.

CHANNING HALL (Sanctuary)

Our worship space, with its skylight and hardwood floor, can be cleared for other uses such as recitals, concerts, lectures, dinner, dances, auditions, etc. Non-members may rent the hall for weddings, unions, and memorial services, with one of our ministers officiating. Exceptions are permissible; please contact one of the ministers.

This hall has exceptional acoustics and an excellent sound system. Our Steinway concert grand complements this space and is available for an additional fee of \$75.00 per event. There is a second grand piano, a Baldwin, available for a \$50.00 fee.

There are approximately 250 chairs in the room which may be stacked around the perimeter of the room.

This room is not available on Sunday mornings, when we hold worship services, nor on Wednesday evenings when we hold choir practice.

There is a sound system with three wired microphones with stands and two wireless microphones.

This room is air conditioned.

Channing Hall Monday – Thursday \$180.00 for the first two hours (or any fraction). \$105.00 for each additional hour (or any fraction)

Channing Hall Friday, Saturday & Sunday \$190.00 for the first two hours (or any fraction). \$105.00 for each additional hour (or any fraction)

Size: 80' x 42'

Capacity: 275 chairs

Meal Seating: Max 12 tables, 8 chairs at each table, + 4 serving tables

Flooring: Hardwood

Food: Allowed

Air Conditioning: Yes



Channing Hall facing back



Channing Hall facing front

ROBINSON LOUNGE

This is a highly functional multi-purpose area with natural light and easy access to the kitchen.

The main front doors of the building open into this room.

There is a fireplace which may be used with permission and if you provide your own artificial log.

This room is not air conditioned.

Robinson Lounge is not available for rental on Sundays during the hours of our worship services.

Robinson Lounge Monday – Thursday \$95.00 for the first two hours (or any fraction.) \$63.00 for each additional hour (or any fraction.)

Robinson Lounge Friday, Saturday & Sunday \$105.00 for the first two hours (or any fraction.) \$73.00 for each additional hour (or any fraction.)

Size: 51' x 35'

Seating: 75 chairs, no tables

Meal Seating: Max 12

tables, 7 chairs at each

table, + 3 serving tables

Flooring: Carpeted

Food: Allowed

Air Conditioning: Yes



Robinson Lounge



Robinson Lounge

KITCHEN

We have a commercial-grade kitchen complete with stainless steel countertops, two ovens, a 6-burner gas stove, two sinks, two refrigerators and a commercial-grade dishwasher.

If all you need is a bit of refrigerator space, countertops to work on, and the use of the coffee urns, then you should request 'kitchen light.' If you need to use the ovens, stove, or dishwasher then you should request 'kitchen full.' Please have your caterer contact the office with any questions; all caterers are required to meet our insurance requirements.

Kitchen (light) Monday – Thursday \$53.00 for the first two hours (or any fraction). \$32.00 for each additional hour (or any fraction)

Kitchen (light) Friday, Saturday & Sunday \$58.00 for the first two hours (or any fraction). \$32.00 for each additional hour (or any fraction)

Kitchen (full) Monday-Thursday \$131.00 for the first two hours (or any fraction). \$73.00 for each additional hour (or any fraction)

Kitchen (full) Friday, Saturday & Sunday \$137.00 for the first two hours (or any fraction). \$73.00 for each additional hour (or any fraction)



Kitchen



Kitchen

FOUNDERS ROOM

The Founders Room is typically used for congregation committee meetings. It is also used for Sunday brunches. If the room is used for an event on Friday or Saturday it must be set up in readiness for a Sunday brunch (tables & chairs arranged accordingly.)

Founders Room Monday – Thursday \$115.00 for the first two hours (or any fraction.) \$63.00 for each additional hour (or any fraction.)

Founders Room Friday, Saturday & Sunday \$125.00 for the first two hours (or any fraction.) \$68.00 for each additional hour (or any fraction.)

Size: 35'x 23'
Seating: 75 chairs, no tables
Meal Seating: Max 8 tables,
7 chairs at each table, + 4
serving tables
Flooring: Hardwood
Food: Allowed
Air Conditioning: Yes



Founders Room

SOPHIA FAHS THEATRE

There are approximately 55 moveable chairs in the 3-tiered-seating semi-circular theatre. A pull-down screen and a VCR/DVD player are available for a \$30.00 fee. There is a baby grand piano which may be used for a \$50.00 fee. There is a sound board, and stage lighting.

Fahs Theatre Monday – Thursday \$95.00 for the first two hours (or any fraction.) \$63.00 for each additional hour (or any fraction.)

Fahs Theatre Friday, Saturday & Sunday \$105.00 for the first two hours (or any fraction.) \$73.00 for each additional hour (or any fraction.)

Size: 34'x 39'
Seating: 55
Flooring: Carpeted
Food: Not Allowed
Air Conditioning: Yes



Sophia Fahs Theatre

CLASSROOMS

We have 9 classrooms, each approximately 18' x 20', which are in full daytime use Monday-Friday from September through May, as well as Sunday mornings throughout the year.

Each classroom has child-sized tables and chairs. Adult-sized chairs and folding tables are stored in the hallway for your use. Outside facility users are responsible for their own set up and clean up. All tables and chairs must be returned to where they were found and the classrooms left in readiness for Monday morning use.

Classrooms Monday – Thursday \$63.00 for the first two hours (or any fraction). \$32.00 for each additional hour (or any fraction)

Classrooms Friday, Saturday & Sunday \$63.00 for the first two hours (or any fraction). \$32.00 for each additional hour (or any fraction)



Typical Classroom

Facility Use Donation Schedule as of 16 April 2014

The minimum facility use is 2 hours, whether or not the full two hours are used.

Room	Monday – Thursday		Friday, Saturday, Sunday	
	First 2 Hours (or any fraction)	Each Additional Hour (or any fraction)	First 2 Hours (or any fraction)	Each Additional Hour (or any fraction)
CHANNING HALL	\$180.00	\$105.00	\$190.00	\$105.00
FOUNDERS ROOM	\$115.00	\$63.00	\$125.00	\$68.00
FAHS THEATRE	\$ 95.00	\$ 63.00	\$105.00	\$ 73.00
ROBINSON	\$ 95.00	\$ 63.00	\$105.00	\$ 73.00
CLASSROOMS	\$ 63.00	\$ 32.00	\$ 63.00	\$ 32.00
KITCHEN (FULL)	\$131.00	\$ 73.00	\$137.00	\$ 73.00
KITCHEN (LIGHT)	\$ 53.00	\$ 32.00	\$ 58.00	\$ 32.00

Other information:

- 29 six-foot lightweight folding tables in the building, 4 eight-foot tables
- Approximately 120 folding chairs in the building (70 upper level and 50 lower level)
- Projection screen stored in room off of Robinson Lounge
- Steinway grand piano in Channing Hall, \$75 per use
- Baldwin grand piano in Channing Hall, \$50 per use
- Baby Grand piano in Sophia Fahs theatre, \$50 per use
- Approximately 107 parking spaces in three lots
- No wheelchair access to Fahs Theatre

Although we have other rooms in the building they are not available for use by non-UUCP groups.

Kitchen (Full) includes use of dishwasher, ovens, stove, and refrigerator (tablecloths, dishes, silverware, glassware, serving dishes are *not* included. Please inquire about separate fees.)

Kitchen (Light) includes counter use, refrigerator use and use of coffee maker only (facility users must supply their own coffee, cups, spoons, sugar, creamer, etc.)

Use of Steinway piano in Channing Hall - \$75 additional (except for weddings, memorial services, child dedication services)

Use of other piano in Channing Hall - \$50 additional (except for weddings, memorial services, child dedication services)

Use of piano in Fahs Theatre - \$50 additional

Use of the projection system in Fahs Theatre - \$30 additional

Use of the sound system in Channing is included in the facility use fee.

Use of tables and chairs is included in the facility use fee.

A \$50 administrative donation will be assessed to all facility users.

- This donation is payable immediately upon reserving the space.
- This donation will be refunded in full should the event be cancelled outside of the six-week calendar period prior to the event.

- This donation will *not* be refunded should the event be cancelled by the facility user inside of the six-week calendar period preceding the event.

The balance of all donations is payable in full no later than 14 calendar days prior to the event and no earlier than 60 days prior to the event.

We have stringent insurance requirements which are stated in our Terms and Conditions #21.

Please send an e-mail to office@uuprinceton.org to further inquire about room use.

If you wish to book space please send an e-mail to office@uuprinceton.org and include the following information, a facility use agreement will be written and sent to you:

1. Name of the Organization/Individual requesting the space
2. Purpose of the use of the space
3. Room Name(s) (e.g. Channing Hall, Robinson Lounge)
4. Date
5. Time of Event Start
6. Time of arrival (when will you walk in the door?)
7. Time of departure (when will you walk out the door?)
8. Physical mailing address
9. Contact phone number

UNITARIAN UNIVERSALIST CONGREGATION OF PRINCETON

50 Cherry Hill Road
Princeton, New Jersey 08540-7626

Terms and Conditions of Facility Use – **EXAMPLE ONLY**

In addition to the Terms set forth in the *Facility Use Agreement for the Use of Church Facilities*, you agree to the following: **(Please initial each Term and Condition)**

1. You, the facility use contact, may specify in your publicity that your event is being held at UUCP, but alternate language which implies in any way that there is sponsorship by, or affiliation with, UUCP is **not allowed**. UUCP's office is **not** to be used as a source for directions or information about your group and its activities. Your publicity must provide a contact name and phone number other than the UUCP office.
2. More than one event may be happening on the UUCP premises at the same time. Your event must confine itself to the area of the UUCP facility which you have contracted to use. Do not allow members or guests at your event to wander throughout the building and please keep noise to a minimum so as not to disturb other events. This applies especially to children who must have adult supervision at all times.
3. No alcoholic beverages are permitted to be served on UUCP premises unless evidence of liability insurance is provided and written authorization is granted by an officer of the UUCP. See Number 23 & Number 24 below.
4. All open flames (e.g. candles) must be extinguished before you leave the building, no exceptions. You must carefully monitor all open flames while you are in the UUCP facility.
5. You must obtain prior permission from the Congregation Administrator if you plan to use the sound system. You must assign one point-of-contact for your group and that person will be solely responsible for ensuring that the system is not abused and that all switches and dials are returned to their original position before your group leaves the premises.
6. Any and all signs posted inside the building or outside on UUCP property must be removed before you leave the premises. If you are holding multi-date events at the UUCP please note that this applies to every time you use the building. Please note that all non-UUCP signs remaining the morning after your event will be discarded.
7. No signs may be attached to any of the glass doors or windows (do not put tape on any doors or windows.) There is a magnetic display board, just inside the front doors, on which you may display a sign for your event.
8. The UUCP is a smoke-free building. No smoking is permitted indoors at any time. The only designated smoking area is outside of Channing Hall where there is a cigarette receptacle. All cigarettes must be disposed of in the designated container. The doors at the back of Channing Hall may not be used for entering or exiting the building. It is your responsibility to ensure that no cigarettes are extinguished on UUCP sidewalks, parking lot, or in our beautiful gardens.
9. The piano may not be played unless express permission has been granted. If you need to move the piano you must use extra care as it is a delicate, expensive, instrument. You may not unplug the piano's climate control device and your deposit will not be returned if we discover that you have unplugged the device. If your deposit has been waived we will ask you for an additional \$50 donation if we discover that you have unplugged the climate control device.
10. You are responsible for your own set-up and clean-up of the space you use. You must plan accordingly for set up and clean up times. You are not allowed into the building until the time stated in your facility use agreement; please do not ask if you can enter the building early to 'set up.' You must ensure the return of furniture and/or equipment to its original location and position, (please note chairs in Channing Hall must be returned to their original location. When moving chairs, or any other furniture, in Channing Hall please *pick up each one, do not slide the furniture*. Please help to preserve the beautiful wood floor.)

11. **All** trash generated by your event must be disposed of properly, please use the Dumpster located at the far corner of the large parking lot. Please do not put garbage in the Recycle container. Vacuum cleaners are located in the storage room next to the kitchen off Robinson Lounge.
12. Regulations for the use of the kitchen are posted in the kitchen and must be carefully observed. You must supply your own dish towels, tablecloths, paper cups, napkins, etc. Please do not use food, beverages, or paper products from the kitchen's cupboards or refrigerators. Leave the kitchen in good order with everything washed, dried, and put away. The countertops must be clear and clean when you leave.
13. It is your responsibility to return keys to the UUCP office. The administrative donation will be withheld if keys are lost, stolen, or not returned on time.
14. Nothing may be attached to the gold-painted wall (reredos) behind the pulpit (no tape, no staples, no pins, etc.)
15. Food and drink are not allowed inside the Sophia Fahs Theatre, no exceptions.
16. You agree to be mindful of the Unitarian Universalist Congregation of Princeton's commitment to sustainability and reduction of its carbon footprint. You agree to join the congregation in this effort and will pay attention to the materials you use in the course of your event. You will use as little Styrofoam as possible, and if you use plastic bottles or aluminum cans, you will ensure they are properly disposed of in recycling containers.
17. It is your responsibility to ensure that the facilities are left in the same clean order in which they were found. Part, or all, of the administrative donation may be withheld if you do not comply.
18. You are responsible for locking the front doors upon leaving the building and ensuring that all windows are closed and locked in the rooms you used, as well as ensuring all lights/heating/air conditioning are turned off in the rooms you used, including bathrooms. The front doors must be locked with a key, which can be found in a drawer in the kitchen marked 'door key.' To lock or unlock the doors, the panic bar must be pushed in and held while the key is turned. If another event remains in the building, please lock the area for which you are responsible. Please be sure to turn off any fans or air-conditioning that you used.
19. You are responsible for compensating UUCP for any damage to the UUCP property caused by you; this includes storm damage caused by windows or doors left open. The cost of rectifying the damage will be assessed by the UUCP and additional compensation will be requested from you as appropriate.
20. UUCP shall not be liable for any loss, damage or injury in any way related to your event, whether such injury or damage be to persons or property unless such injury or damage is the result of UUCP's sole negligence. You do hereby agree to indemnify, defend and save harmless UUCP, and its directors, officers, agents and employees, from and against any claims, suits, damages, costs, expenses or liabilities, including attorney fees and litigation expense, in any way arising from or related to your use of the UUCP facilities.
21. **INSURANCE:** You shall at all times provide and maintain liability insurance sufficient in form and amount to protect all indemnified parties against any claim or expense covered by the indemnity set forth above. You agree to keep in full force during the term of this agreement liability insurance, provided by a carrier licensed in New Jersey and rated at least "A-" in Best's Key Rating Guide, covering bodily injury and property damage in the amount of \$1,000,000 per occurrence and \$2,000,000 aggregate. Such insurance shall name Unitarian Universalist Congregation of Princeton and its officers, directors, trustees, employees, and agents as additional insureds and will be primary and non-contributory with respect to any insurance coverage maintained by the Unitarian Universalist Congregation of Princeton and its officers, directors, trustees, employees, and agents. Workers Compensation coverage is required if the facility user is required by the state of New Jersey to maintain Workers Compensation coverage. A Certificate of Insurance evidencing these coverages shall be delivered to the UUCP at least two weeks prior to your event. The Certificate must include a statement that the Unitarian Universalist Congregation of Princeton and its officers, directors, trustees, employees, and agents are additional insureds and that the coverage is primary and non-contributory with respect to the additional insureds when required by written agreement (see Sample Certificate Page 5.)
 1. The evidence of insurance must include the following:
 - Name the Unitarian Universalist Congregation of Princeton, its officers, employees, directors, trustees, employees, and agents as additional insured with respect to any

liability arising out of the use of any Unitarian Universalist Congregation of Princeton premises pursuant to this agreement.

- Must state that the “insurance afforded is primary and non-contributory with respect to the additional insureds when required by written agreement.”
2. Coverage must be provided by a carrier licensed in New Jersey and rated at least “A-“ in Best’s Key Rating Guide.
 3. Certificates of insurance evidencing ALL OF THE REQUIREMENTS must be received in the Unitarian Universalist Congregation of Princeton’s OFFICE AT LEAST THIRTY (30) DAYS PRIOR TO THE EVENT.

“primary and non-contributory”

This term is commonly used to stipulate the order in which multiple policies triggered by the same loss are to respond. This means that your policy must pay before other applicable policies.

22. ALCOHOLIC BEVERAGES: The use of alcoholic beverages is not permitted unless written authorization is given by an officer of UUCP. Written authorization may be granted upon proof of liability insurance which meets UUCP requirements. Alcohol must be served by a licensed caterer.

The caterer must carry their own liquor legal liability insurance with a limit of not less than \$1,000,000 per occurrence. The caterer must name Unitarian Universalist Congregation of Princeton and its officers, directors, trustees, employees, and agents as additional insureds on the liquor legal liability policy. The policy must be primary and non-contributory with respect to any insurance coverage maintained by the Unitarian Universalist Congregation of Princeton and its officers, directors, trustees, employees, and agents. Evidence of liability insurance must be provided by your caterer. The Certificate must include a statement naming the additional insureds (see above) and that the coverage is primary and non-contributory. Your caterer must submit a copy of their Certificate of Liability Insurance to the Unitarian Universalist Congregation of Princeton’s office at 50 Cherry Hill Road, Princeton, NJ 08540 no later than 30 days prior to your event. No exceptions, no waivers.

23. Please initial one of the following statements regarding alcoholic beverages:

 XXX I will not be serving alcoholic beverages at my event.

 XXX I will be providing alcoholic beverages at no cost to event attendees (i.e., alcoholic beverages will not be included in ticket price; alcoholic beverages will not be for sale at the event.) I will provide to the UUCP a certificate of liability insurance which includes Host Liquor Liability coverage. Alcohol will be served only by a caterer. The caterer will maintain liquor legal liability coverage as detailed in Number 23 above.

I understand all laws pertaining to serving and consumption of alcohol must be obeyed. I understand the caterer must submit evidence of liquor legal liability insurance coverage according to the specifications in Number 21 above. I understand that the failure to provide the required proof of the mandated insurance coverage in the time frame mentioned above may result in the cancellation of my event and the forfeiture of my deposit.

 I will be charging a fee for alcoholic beverages at my event (i.e., alcoholic beverages will be included in admission/ticket price; alcoholic beverages will be for sale at the event.) I will provide to the UUCP a certificate of liability insurance which includes Liquor Legal Liability coverage. I understand all laws pertaining to serving and consumption of alcohol must be obeyed. I understand the caterer must submit evidence of liquor legal liability insurance coverage according to the specifications in Number 21 above. I understand that the failure to provide the required proof of the mandated insurance coverage in the time frame mentioned above may result in the cancellation of my event and the forfeiture of my deposit.

I understand all of the above terms and agree to abide by them. I’ve initialed each term and condition.

Contact Signature: XXX Date: XXX

Contact’s Name: XXX Date of Event(s): XXX
(please print legibly)

Insurance Information:

You are required to obtain commercial general liability insurance that meets ALL of our requirements.

If you are an individual (as opposed to an organization) a Certificate of Liability Insurance may possibly be obtained by contacting your personal insurance provider and explaining to them what you need. You should ask your insurance representative this question: "Under my personal policy provisions, do I have, or can I get, liability coverage with a limit of \$1,000,000 for claims that arise from an event I sponsor at a rented venue? **Can I name the owner of the venue as an additional insured and is my liability coverage primary and non-contributory with respect to the venue owner's coverage?** If the insurance company providing your homeowners insurance will not provide the necessary coverage and proof thereof, it may be necessary to purchase an Event Policy. It is our understanding that such a policy costs approximately \$300. If your insurance company representative cannot help you, there are several online providers of event policies, you can google 'event insurance.' Among the online providers we found are: www.theeventhelper.com and WWW.PRIVATEEVENTINSURANCE.COM. The UUCP does not recommend, endorse, nor support any particular insurance provider.

It is up to you to obtain the required insurance. We suggest you share the sample Certificate of Liability Insurance on Page 5 with your insurance provider. Even if your group cannot insure all of its operations, it may be possible to meet UUCP insurance requirements by obtaining a policy that restricts liability coverage to claims arising from the use of the UUCP facility. There are many companies that write commercial general liability insurance policies that restrict coverage only to designated premises. Two that we know of are: Selective and Hartford.

If you are an organization with existing commercial general liability coverage, contact your insurance representative and request the necessary requirements and proof of coverage for the Unitarian Universalist Congregation of Princeton. If your organization does not have commercial general liability coverage currently, an event policy can be used to meet insurance requirements set by the Unitarian Universalist Congregation of Princeton.

The Certificate must include a statement that the Unitarian Universalist Congregation of Princeton and its officers, directors, trustees, employees, and agents are additional insureds and that the coverage is primary and non-contributory with respect to the additional insureds when required by written agreement (see Sample Certificate of Liability Insurance Page 6.)

The UUCP will not add any group, organization, or individual as a rider to its liability insurance.

You are required to obtain commercial general liability insurance that meets ALL of our requirements.

The Unitarian Universalist Congregation of Princeton reserves the right to cancel your event if the correct proof of insurance is not provided as requested above.

KITCHEN CLEAN- UP

Please dispose of your refuse in the following containers:

- RECYCLE container under kitchen counter-- plastics marked #1 and #2 (soda and water bottles), glass, and cans
- TRASH container under counter--all other plastics (shopping bags, food wrappers, styrofoam etc.) and other trash for landfill
- COMPOST containers on counter and floor near counter--all organic matter for compost (food scraps, coffee grounds, used paper products etc. See lists posted in kitchen.)

When your event is over, empty the COMPOST container(s) into the big green bin on the back porch. (Go through the back kitchen doorway, down the hall to the EXIT doors. Be careful to hold the door open or you will be locked out.)

Wash the containers in kitchen sink and return to where you found them.

Wash and return coffee maker(s).

Wipe down any counters you used.

OR

You may prefer to bring garbage bags with you, fill them with whatever refuse your event produces, and take them with you. You may dump them in our dumpster in the back of the parking lot if you choose. Be sure kitchen is clean and neat before leaving.

OUR CONGREGATION RECYCLES AND TAKES PART IN
PRINCETON'S CURBSIDE ORGANIC COMPOSTING PROGRAM. THANK YOU FOR
COOPERATING.

Acceptable compostable materials include:

Bread, grains, pasta, coffee grounds w/filter, dairy, eggshells and eggs, fruits and spoiled leftovers, meat, seafood, poultry w/bones, vegetables, greasy pizza boxes, paper cups and plates, paper bags, napkins and soiled paper towels, plants, flowers, small branches and brush, grass clippings, wooden chop sticks and small pieces of wood (no plywood, painted, stained or treated).

Unacceptable green waste bin materials (all of these items are considered trash:

Aluminum foil and trays, foil backed or plastic backed paper, glass, plastic and metals of any type, ceramic dishware or glasses, corks, diapers, animal waste, cat litter, dirt rocks or stone, Styrofoam, plastic bags wrap or film, clothing linens and rags.



SAMPLE ONLY

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
MM/DD/YY

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Specimen Certificate for Proof of Coverage	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
INSURED Name of Company Full Mailing Address Needed	E-MAIL ADDRESS:	
	PRODUCER CUSTOMER ID #:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Carriers must be Licensed to	
	INSURER B: Write Policies in NJ and be	
	INSURER C: Rated A VII or Better by	
INSURER D: A M Best		
INSURER E:		
INSURER F:		
NAIC #		

SAMPLE ONLY

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	Y		POLICY NUMBER	EFF Date	EXP Date	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N/A	POLICY NUMBER	EFF Date	EXP Date	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
The Unitarian Universalist Congregation of Princeton and its officers, directors, trustees, employees, and agents are additional insureds for commercial general liability when required by written agreement. The INSURED'S coverage is primary and non-contributory with respect to any coverage maintained by the add'l insureds, when required by written agreement.

CERTIFICATE HOLDER UNITARIAN UNIVERSALIST CONGREGATION OF PRINCETON 50 CHERRY HILL ROAD PRINCETON, NJ 08540	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Authorized Signature Required

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SAMPLE ONLY

Additional Insurance Information:

You are required to obtain commercial general liability insurance that meets ALL of our requirements.

If you are an individual (as opposed to an organization) a Certificate of Liability Insurance may possibly be obtained by contacting your personal insurance provider and explaining to them what you need. You should ask your insurance representative this question: "Under my personal policy provisions, do I have, or can I get, liability coverage with a limit of \$1,000,000 for claims that arise from an event I sponsor at a rented venue? **Can I name the owner of the venue as an additional insured and is my liability coverage primary and non-contributory with respect to the venue owner's coverage?** If the insurance company providing your homeowners insurance will not provide the necessary coverage and proof thereof, it may be necessary to purchase an Event Policy. It is our understanding that such a policy costs approximately \$300. If your insurance company representative cannot help you, there are several online providers of event policies, you can google 'event insurance.' Among the online providers we found are: www.theeventhelper.com and WWW.PRIVATEEVENTINSURANCE.COM. The UUCP does not recommend, endorse, nor support any particular insurance provider.

It is up to you to obtain the required insurance. We suggest you share the sample Certificate of Liability Insurance on Page 5 with your insurance provider. Even if your group cannot insure all of its operations, it may be possible to meet UUCP insurance requirements by obtaining a policy that restricts liability coverage to claims arising from the use of the UUCP facility. There are many companies that write commercial general liability insurance policies that restrict coverage only to designated premises. Two that we know of are: Selective and Hartford.

If you are an organization with existing commercial general liability coverage, contact your insurance representative and request the necessary requirements and proof of coverage for the Unitarian Universalist Congregation of Princeton. If your organization does not have commercial general liability coverage currently, an event policy can be used to meet insurance requirements set by the Unitarian Universalist Congregation of Princeton.

The Certificate must include a statement that the Unitarian Universalist Congregation of Princeton and its officers, directors, trustees, employees, and agents are additional insureds and that the coverage is primary and non-contributory with respect to the additional insureds when required by written agreement (see Sample Certificate of Liability Insurance below.)

The UUCP will not add any group, organization, or individual as a rider to its liability insurance.

You are required to obtain commercial general liability insurance that meets ALL of our requirements.

The Unitarian Universalist Congregation of Princeton reserves the right to cancel your event if the correct proof of