



Warren House Request Form (Pittsburgh, PA)

Baptist Resource Network

Request for housing should be received at least two weeks prior to arrival.

Group Name: _____ Date accommodations are needed: _____

Total number of people: _____ (Total House Occupancy CANNOT exceed 24 due to Fire Code)

Contact person name & cell phone number: _____

Contact person email address: _____

Arrival date & time: _____ Departure date & time: _____

Space needed for use: _____ Meeting Room _____ Sitting Room _____ Kitchen _____ Bedrooms

House Information

If your group does not occupy the entire house, you may be sharing the house with others.

Bedding and towels are NOT provided. Please bring your own.

Contributions

- A. Contributions are to be paid when making reservations and should be made online at www.brnunited.org OR mailed to BRN, Attn: Financial Office, 4620 Fritchey Street, Harrisburg, PA 17109.
- B. A Deposit is required to secure reservations.
1. The BRN reserves the right to request a larger deposit for larger groups or for longer stays. BRN will communicate differing deposit rates to the party during the reservation process.
 2. In the instance you cancel your reservation, a deposit is refundable until two weeks prior to your stay, at which time it becomes non-refundable.
 3. Deposits for groups are not considered tax-deductible contributions. Rather they are one-time fees for reserving lodging space.

ROOM #	ACCOMODATIONS	# of people in room AND Male/Female
Second Floor #2A *	1 Queen Bed Sleeps 2	
Second Floor #2B *	1 Queen Bed Sleeps 2	
Second Floor #2C	1 Full Bed (2) 1 Bunk Bed (2) Sleeps 4	
Second Floor #2D	3 Bunk Beds Sleeps 6	
Third Floor #3A	2 Bunk Beds Sleeps 4	
Third Floor #3B	2 Bunk Beds Sleeps 4	
Third Floor #3C	1 Bunk Bed Sleeps 2	

* Upon approval, reserved for church planters

C. Facility usage suggested contributions:

Groups:

- 1) \$20.00/night/person
- 2) Whole House rental: \$400 per night
- 3) Deposit Fee Amount = \$50. Deposit is in addition to the per night cost in consideration of reserving the house for the group.
- 4) Meeting Room: \$40 per usage/day (For groups not utilizing the house)

Individuals (non-group):

- 1) Individual – Single Rate: \$25/night
- 2) Individuals – Couple Rate: \$35/night
- 3) Family Rate (max. 2 rooms and up to 5 family members): \$50/night
- 4) Family Rate (max. 2 rooms and up to 5 family members): \$250.00/per week
- 5) Deposit Fee Amount shall be the first night's stay.

Additional fees:

Excessive cleaning required fee: \$50.00 per occurrence
 Damaged or broken property: The cost of repair or replacement plus time to repair

Total Contributions for Rooms: \$ _____