

Union Congregational Church
33 Concord Street, Peterborough NH 03458
Phone: (603)924-3272 Email: officeucc@comcast.net

FACILITY USE POLICY and RULES

While we are delighted to offer a venue for community activities, church functions take precedence in the use of the facilities, even on short notice, as in the case of a funeral/memorial service. In such cases, the church reserves the right to cancel your event or move it to another space in the building. The Administrative Assistant will phone your contact person as soon as possible if a change is necessary. In the event of a cancelation, your fee will be refunded in full.

All scheduling must be done through the church's Administrative Assistant by phoning, e-mailing, or stopping by the office, Monday through Friday, 8:30 a.m.-12:30 p.m. (Office hours are 2-5:30 p.m. on the fourth Monday of the month.) Reservations are on a first-come, first-served basis, and are finalized only when all fees are paid and all paperwork is completed. Because demand for space is high, we recommend that you complete your paperwork at least a month in advance. Also, please share a copy of these guidelines to the onsite contact person.

1. Renters must provide proof of liability insurance, especially for ongoing programs, and must list Union Congregational as "additional insured" under the liability policy. (The church will determine on a case-by-case basis if the insurance requirement can be waived for small, one-time rentals.)
2. All groups using the facilities are responsible for reasonable care to the premises. This includes the parking lot. You must designate one contact person who will be responsible for ensuring that these rules are followed and the building is secure. The contact person will receive a checklist of items to use for this purpose.
3. Your reservation is time and space specific, so please plan accordingly. Additional fees may be assessed if your group exceeds the time or space reserved.
4. On arriving at the church, locate the church's emergency defibrillator, located in the hallway, across from the telephone. Directions for using the defibrillator are on the device itself. Note that opening the door to the defibrillator will set off an alarm, but an emergency response team will **not** be automatically called by the alarm: be sure to call 911 for an ambulance in the case of an emergency.
5. We recycle, so please use receptacles as marked. Our recycling bins are in the kitchen.
6. *If your group has reserved the kitchen:*
 - a. Soap and paper towels are provided, but you must provide all of your own food, including tea, coffee, sugar, creamer, etc., as well as dish towels, disposable plates, cups, and napkins.
 - b. Take all rubbish with you. Take all open or prepared foods and beverages with you. Bring your own containers and trash bags.
 - c. Please keep dish strainers at least loosely in place, to prevent objects from going down drains.
 - d. Only commercially sealed juice, water, or snacks may be donated to the church, but you must advise the church in advance that you would like to donate these items. Please do not just leave them behind.
 - e. Leave the kitchen clean: wash and put away dishes, pots and pans; turn off appliances and unplug coffee pots.
 - f. Dishwasher instructions are posted on the refrigerator. Please observe them carefully.

7. No food or beverages should be brought into the Sanctuary. All materials brought into the Sanctuary should be removed at the end of the event.
8. All interior and exterior doors must be accessible. Please do not block any doors.
9. Please refrain from the use of perfumes, aftershave, heavily scented lotions, etc., so that people's allergies and asthma are not aggravated.
10. Alcohol and tobacco products are not allowed on the premises (including porches and entryways) at any time.
11. The hall and kitchen phones are available for local calls only.
12. In accordance with our Safe Church policy, all children who are not under the direct supervision of their parents/guardians must be supervised by two adults at all times. If there are children in more than one space, two adults must be present in each space.
13. Any use of the Nursery must be approved in advance and must comply with our Safe Church policy. We will provide a copy of the policy when you apply to reserve the Nursery.
14. As a church, we must be good stewards of our resources. Our thermostats should never be set higher than 68 degrees Fahrenheit, and the furnace is turned off in late spring and turned back on in September. Please advise participants at your events to dress for chilly or transitional weather. We do not have air-conditioning in the summer.
15. PLEASE OBSERVE PARKING RESTRICTIONS IN THE FIRE LANES ON ENTRY AND EXIT DRIVES. ***If you anticipate a large number of cars***, it is your responsibility to direct parking and make arrangements for overflow parking at the Methodist Church (924-3555) or the Peterborough Town Library (924-8040).

To assure the comfort and safety of all visitors, the church reserves the right to amend these building-use guidelines without advance notice.

PLEASE NOTE THAT ADDITIONAL FEES MAY BE ASSESSED IF WE NEED TO CLEAN UP AFTER YOU.

Union Congregational Church groups or church-sponsored groups incur no fee for building use. There is no building use fee for church members' weddings, funerals, or receptions following those events. However, contributions to defray the cost of heat, electricity, and other expenses are appreciated.

Building use fees for wedding and funeral for those who are not Union Congregational Church members are determined by the church's Diaconate. Please ask for a brochure of information and fees.

FACILITY USE FEES

NON PROFIT GROUPS

Fellowship Hall \$80 per use/day
—w/kitchen (full use) add \$50 (\$130)

Sanctuary \$80 per use

Parlor \$50 per use

Chapel \$30/meeting

Classrooms \$25/meeting

PROFIT GROUPS//PRIVATE PARTIES

Fellowship Hall \$135 per ½ day
—w/kitchen (full use) add \$50 (\$185)

Sanctuary \$135

Parlor \$80

Chapel \$60

Classrooms \$30/ meeting

**REQUEST / CONTRACT OF RESPONSIBILITY
FOR BUILDING USE
UNION CONGREGATIONAL CHURCH
(603) 924-3272 officeucc@comcast.net**

Please fill out and return to the Administrative Assistant to reserve your room/s and rental times.

Type of function/ brief explanation of event _____
Organization or individual making request _____
Street Address _____
Telephone number _____ Email address _____

Name of Contact Person (if different from above) _____
Street Address _____
Telephone _____ Email address _____

Type of organization

___ Union Congregational Church ___ group ___ member
___ Profit
___ Non-profit 501(c)(3) number: _____
___ Other

I have read our Safer Church Policy regarding supervision of children in the church (#12 and #13 on the previous page) and agree to comply with this policy.

initials of contact person: _____

Date(s) requested _____

Check-in Day/Time (set-up begins) _____ Check-out Day/Time _____

*Event begins at _____ *Event ends at _____ Number attending _____

*If the event time is different than set-up and check-out times: For example, set-up and rehearsals may start at 5 p.m. ("check-in" time) for a public concert beginning at 7 p.m. ("event begins" time). If the event spans more than one day, please use back of sheet to provide all information about days/times.

Space/s requested:

___ Fellowship Hall ___ Chapel
___ Kitchen for coffee only ___ Nursery (*requires two adult caregivers at all times, to be provided by renter*)
___ Kitchen — full use ___ Parlor
___ Classroom ___ Sanctuary

___ *Any special arrangement of tables/chairs you require is indicated on the back of this sheet (or attach).*

I have read and agree to all building-use guidelines and sent a copy of them to the onsite contact person:

Agreement acknowledged by Contact Person _____ Date _____

Agreement acknowledged by Church Administrative Assistant _____ Date _____

The rental fee of \$ _____ is

___ **enclosed.**

___ **will be paid at church office 2 weeks prior to event.**

___ **Proof of liability insurance is attached. (The church will determine if proof of insurance can be waived on a case-by-case basis.)**

Reviewed by OFFICE _____ PASTOR _____ MUSIC _____ SEXTON _____