

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, emailing, or stopping by the office, Monday through Friday, 8:30 a.m.-12:30 p.m. Reservations are made 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, including certificate of liability insurance, at least a month in advance. Also, share a copy of these guidelines with the onsite contact person before the event.

1. Renters must provide proof of liability insurance, especially for ongoing programs, and must list Union Congregational as "additional insured" under the liability policy. Reservations are not finalized without this certificate.
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 guidelines are followed, and the building is secure after your event. This onsite contact person will receive a checklist of items to use for this purpose.
3. If you need to open the building outside regular office hours, you may pick up a key to the building ahead of time. A \$20 key deposit is required, which will be refunded to you after the return of the key.
4. Your reservation is time and space specific, so please plan accordingly. Additional fees may be charged if your group exceeds the time or space reserved.
5. 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.
6. If the church closes because of bad winter weather, all events booked at the church will also be canceled. Please look at the WMUR Closings and Delays page at www.wmur.com/weather/closings. If either "ConVal School District" (during the week) or "Union Congregational Church, Peterborough" (on weekends) is listed, the building will be closed, and you will need to cancel or reschedule your event.
7. We recycle, so please use receptacles as marked. Our recycling bins are in the kitchen. If you have large amounts of recyclables, please plan on taking them with you.
8. No food or beverages should be brought into the Sanctuary. All promotional materials, decorations, etc., that were brought into the Sanctuary should be removed at the end of the event.
9. All interior and exterior doors must be accessible. Please do not block any doors.

10. Please refrain from the use of perfumes, aftershave, heavily scented lotions, etc., so that people's allergies and asthma are not aggravated.
11. Alcohol and tobacco products are not allowed on the premises (including porches and entryways) at any time.
12. *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.
13. The hall and kitchen phones are available for local calls only.
14. 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.
15. Thermostats should never be set higher than 68 degrees Fahrenheit. Please advise participants at your events to dress for chilly or transitional weather. We do not have air-conditioning in the summer.
16. Please observe parking restrictions in the fire lanes on entry and exit drives. Cars parked in these areas, or in the spaces reserved for tenants, will be towed. 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). Advise your participants in advance not to park in the driveways of neighboring houses.
17. Special considerations will be made on a case-by-case basis.

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 weddings and funerals 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.

Please fill out the next page completely and legibly, sign, and return. PDF scans are acceptable.

REQUEST / CONTRACT OF RESPONSIBILITY FOR BUILDING USE

UNION CONGREGATIONAL CHURCH

(603) 924-3272

officeucc@comcast.net

To reserve room/s and times, please fill out this form completely and legibly.

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 _____

Date(s) requested _____

Set-up Time begins at _____ Check-out Time _____

*Public event begins at _____ *Public event ends at _____ Number attending _____

*If this form is used for multiple dates, **use the back of this form or an additional sheet to indicate beginning and end times for each date, both for set-up and clean-up times and for the public event.** That is, please indicate if the public event time is different than set-up and check-out for each date. 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) on the same day.

_____ We will require set-up/break-down of tables and chairs **(and pay an additional \$50 custodial fee).**

_____ Any set-up of tables/chairs we require is indicated on the back of this sheet (or attached).

_____ We will do our own set-up/break-down, returning all items where we found them.

I have read our Safer Church Policy regarding supervision of children in the church (#14 on the previous page) and agree to comply with this policy. Initials of contact person: _____

Space/s and services requested **(these fees reserve rooms for four hours or less):**

_____ Fellowship Hall (\$100)

_____ Chapel (\$50)

_____ Sanctuary (\$150)

_____ Kitchen (\$75)

_____ Parlor (\$50)

_____ Set-up is required (\$50)

_____ *I have read and agree to all building-use guidelines and sent a copy of them to the event's onsite contact person.*

Agreement acknowledged by

Contact Person _____ Date _____

Agreement acknowledged by

Church Administrative Assistant _____ Date _____

_____ **Proof of liability insurance is attached (required to reserve room/time).**

The rental fee (add \$50 if setup/breakdown of tables or chairs is required) of \$_____ is

_____ **enclosed.**

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