



4980 Gordon Ave N.W. Cedar Rapids, IA 52405 | www.peoplesuu.org | 319.362.9827

BUILDING USE POLICIES

1. **All renters**, including church members/friends, must complete the written Building Rental Contract.
2. All rental arrangements are made only through the Operations Coordinator (OC). The OC must be notified of changes in times/dates or cancellations as soon as possible. Peoples Church has the authority to cancel a scheduled event/meeting if it is determined there is concern for the personal safety of the attendees, church members/friends, or the general public. Renters will be notified of this cancellation. Also, if renters have shown behavior counter to Unitarian Universalist principals or have violated rental policies, the Board has the authority to deny the renter use of Peoples Church and any deposit will be forfeited.
3. **Event or Wedding dates are secured by paying the \$100 damage/security deposit. The deposit will be refunded if the facilities are left clean and undamaged.**
4. **The rental fee must be paid a minimum of one month prior to the event.**
5. The building must be left in the same condition it was found in; if rooms used are not left reasonably clean, or if damages occur, the deposit will not be returned, or a partial amount will be returned to cover costs.
6. Only rooms cited in the agreement may be used.
7. No smoking is allowed in the building or on church grounds. No flower petals, rice or birdseed are allowed inside the church. Nothing may be taped/nailed/attached to walls. All existing church decorations must remain in place; they may not be moved or removed.
8. No alcoholic beverages other than beer or wine are allowed on Peoples Church premises. Alcoholic beverages may not be sold. A non-Peoples Church group must have prior approval to serve only wine or beer.
9. Food and beverages are not permitted in the Sanctuary AT ANY TIME.
10. Kitchen facility renters may use kitchen equipment and non-perishables (dish soap, garbage bags) but not consumables (tea, coffee).
11. Peoples Church assumes no responsibility for personal or group property brought onto church property by renters or their guests.