

**Rules and Procedures for the Use of  
Peoples Church Unitarian Universalist Facilities**

1. **All renters**, including church members/friends, must complete the written Building Rental Contract.
  2. All rental arrangements are made through the Congregational Administrator. The Administrator 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 designated damage/security deposit. The deposit will be refunded within 30 days after the event, less any damage and/or cleaning fees. Renters with multi-date contracts will be asked to replenish the damage deposit if funds are used before the expiration of the contract term.**
  4. **The rental fee must be paid a minimum of 30 days prior to the event.**
  5. Only rooms cited in the agreement may be used. Violation of this may result in additional rental fees and extraordinary cleaning fees deducted from the deposit.
  6. Minors under the age of 12 must always be under adult supervision. Damages and/or extraordinary cleaning fees resulting from minors' activities will be taken from the damage deposit and may result in an increased damage deposit for subsequent rentals.
  7. **Limitations to building and grounds use:** No smoking is allowed in the building or on church grounds. No flower petals, rice, birdseed, sand, confetti, or glitter is allowed in the building or on church grounds. Bubbles or use of a fog/smoke machine is not allowed inside the church building. Nothing may be taped/nailed/attached to walls or woodwork. All existing church decorations must remain in place; they may not be moved or removed. Any violation of this will result in extraordinary cleaning, and/or damages, being deducted from the deposit.
  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). As with all other rooms, this room must be left in the same state of cleanliness, position, and state of use or repair as existed when Renter entered the premises, with normal wear and tear excepted. Extraordinary cleaning fees and/or damages will be deducted from the deposit.
  11. **Failure to comply with items cited in this document and the rental contract that result in damages or the need for extraordinary cleaning, will result in the fees for such being deducted from the deposit. Any amount over the amount of the deposit will be billed to the renter with an expectation of payment within 30 days.**
  12. **Peoples Church assumes no responsibility for personal or group property brought onto church property by renters or their guests.**

Initial your acceptance to the rules and  
procedures of use:

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