

**Facility Use and Rental Contract 2026-27**  
Peterborough Unitarian Universalist Church  
25 Main St. Peterborough, NH 03458  
603-924-6245  
puuc@uupeterborough.org

Today's Date: \_\_\_\_\_

Group Name: \_\_\_\_\_

Type of Organization:  Private Group  Non-Profit 501(c)(3)  Other Purpose/Type  
of Activity: \_\_\_\_\_

Primary Contact Person\*: \_\_\_\_\_ PUUC member?

E-mail \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Secondary Contact Person: \_\_\_\_\_ PUUC member?

E-mail \_\_\_\_\_ Phone: \_\_\_\_\_

**\*One contact person MUST be in attendance during the event.**

Date(s) of Rental: \_\_\_\_\_

Space requested: \_\_\_\_\_ Number of people expected: \_\_\_\_\_

Set up time \_\_\_\_\_ Event begins at \_\_\_\_\_ Cleaned up by time \_\_\_\_\_

**Piano** yes/no

To schedule facilities usage, contact the Church Administrator. Requests for use of the building by **new users/non-members** may need permission of the Governing Board (Facilities Use Committee) or the minister.

Reservations are finalized when paperwork is completed and deposit is received.

# Facility Use Fees

- Prices are for a designated time frame, including set-up time and clean-up. If a longer time period is requested, additional fees will apply.
- Users are expected to do their own cleanup, including trash removal.

## EVENT RENTAL FEES (for up to 4 hours use)

	<i>Non-Profit</i>	<i>Private Group</i>	<i>Members</i>
<b>Sanctuary</b> (316 occupancy)			
Concerts, Speakers, Programs	\$300	\$450	
<i>Additional professional fees for audio/video technicians may apply</i>			
Funerals/Memorials		\$550	Musician fee TBD
<i>Additional professional fees for minister and/or musician apply</i>			
Weddings		\$650	Musician fee TBD
<i>Additional professional fees for minister and/or musician apply</i>			
<i>Includes rehearsal time up to 2 hrs</i>			
<i>For weddings, a non-refundable \$100 deposit is due at time of booking.</i>			
<b>Parish Hall</b> (110 occupancy)	\$100	\$200	
w/small pantry kitchen			
- Additional hours			
<b>Dining Room</b> (100 occupancy)	\$65	\$100	
- Additional hours			
<b>Main Kitchen</b> (full use)	\$65	\$100	
<i>*use of gas stove/oven requires intro and check out</i>			
- Additional hours			
<b>Dining Room &amp; Kitchen</b>	\$100	\$175	
- Additional hours			
<b>RE Wing</b> (40 occupancy)	\$35	\$60	
- Additional hours			

## Community Event Entire Parish Building (does not include sanctuary)

Full Day \$700  
Half Day \$400

## ON GOING RENTALS

Stage, parish hall, dining room, kitchen, RE wing charged at \$25 hourly rate throughout the year.

# PERSONNEL FEES

## A. *Minister Fees*

- All rites of passage the church administrator will provide a list of possible officiants.
- Fees, which include meeting, planning and officiating, vary; the denomination recommends \$350 for memorial services and \$500 for weddings.

## B. Music Director / Musician Fees

Marybeth Hallinan

[marybeth.hallinan@uupeterborough.org](mailto:marybeth.hallinan@uupeterborough.org)

- The Music Director may be available upon request.
- Separate daytime rehearsals are billed at \$100 per hour.
- If a different organist or pianist is used for a special event or service, renters are responsible for consulting directly with that musician regarding their fees.

## C. *Audio / Video (TBD) Technician Fees Eric Blackmer* [ericblackmer@gmail.com](mailto:ericblackmer@gmail.com)

- *ALL users desiring to use church technology (mics, speakers, videos) must contact Eric Blackmer as soon as booking is made. There is a portable platform available for use.*
- \$150 sound tech staff (1-3 hrs.)
- \$150 for an additional person for video and/or streaming (1-3 hrs.)
- Fees are payable directly to the technicians

# GUIDELINES FOR USE OF THE FACILITY

All groups using the facilities are responsible for reasonable care to the premises, including the parking lot. You must designate one **on-site contact person** who will be responsible for ensuring that rules are followed and the building is secure when your event is over: turning down the heat, turning off lights (including the bathrooms) and locking the doors. The sanctuary is rented 'as is.' Banners are not to be removed. Audiovisual equipment must not be moved, unplugged, or altered in any way.

**SECURITY CODE:** If you have been given the code to the back door, please do not share it with anyone outside of your group. This is just for the event. Each ongoing renter has a unique code set up by the church administrator.

**ROOM USE:** Use of any other room, other than those reserved is not allowed. These rooms may have been scheduled by another group that has not yet arrived. If you find you need more space than anticipated, please check with the church administrator for room availability.

**PIANO USE:** Pianos and organs are available for use by request, on a case-by-case basis, with prior written approval from church personnel. If the piano needs to be moved, there is a fee of \$75.00 to do so. Renters are fully responsible for any damages to church instruments.

## **Parish Hall: Refurbished 1920's Knabe 5 ft 8 in grand piano**

Piano remains plugged in. Replace the cover on the piano when done and return it to its place in the corner of the Parish Hall. **Absolutely nothing on the piano** except for sheet music, whether it is covered or not. The piano is tuned 2x/year, in the fall and in the spring. If renters need the piano tuned for their event, a fee of \$200 will be added to the cost of the rental.

## **Sanctuary: Steinway M, 5 ft 7 in grand piano**

Piano remains plugged in. Replace the cover on the piano after use. **Absolutely nothing** on the piano except for sheet music, whether it is covered or not. The sanctuary piano will not be moved without the permission of church personnel, see above. Sanctuary piano is tuned 2x/year, in the fall and in the spring. If renters need the piano tuned for their event, a fee of \$200 will be added to the cost of the rental.

## **E.G. Hook Restored Tracker Organ**

The organ is available for use on a case-by-case basis, with prior approval from music personnel.

The piano moving fee is \$75 and the piano should only be moved by authorized PUUC staff unless prior permission has been granted.

**TIMING:** Observe your check in/check out times so as not to disrupt other parties (including custodian) coming in before/after you. Entering early or staying later after your scheduled time is not permitted.

**ACCESSIBILITY:** The parish hall and sanctuary are fully accessible.

- A ramp provides access to the newly renovated chancel/stage platform in the sanctuary. Accessible seating includes two open pews as well as front bench seating.
- FM hearing assist headphones, T-Coil loops, and Auracast broadcasts are available to support a range of hearing needs.
- Several accessible parking spaces are located adjacent to the entrance ramp at the rear of the building. The rear entrance door has an electric switch, and several interior doors also have automatic access.
- An elevator connects the lower level to the main floor, providing access to both the sanctuary and parish hall. An accessible restroom is located on the lower level, next to the dining room and The Nest.

**FIRE ACCESS:** All interior and exterior doors must always be physically accessible. Do not block the side driveway, as that is a fire lane.

**NO SMOKING OR VAPING** inside church buildings. Outside smokers must clean up any butts. The use of a fog machine or pyrotechnics is not permitted in the building. No burning candles are allowed.

**ALCOHOL USE:** Alcohol may be served to adults, but may not be sold on the premises. State laws regarding responsibility for serving intoxicated persons alcohol will apply.

**NO ANIMALS** are permitted except service animals.

**SANCTUARY:** No food or drinks are permitted in the sanctuary, except for water.

**CHURCH SUPPLIES:** No church food, beverages or other consumable property should be used.

**CLEAN UP**

- You are responsible for removing your own garbage/trash. Recycling encouraged. We can provide black plastic trash bags if needed.
- Additional fees may be assessed if we need to clean up after you.
- Cleanup/Closing checklist provided

**CANCELLATIONS**

- a. If there is bad weather (snow/ice), check the church website or phone the office for cancellations.
- b. For ongoing renters, if you will not be using the space, we need at least a 24-hour notice, or you may be charged for use of the space.

If you have a need for assistance after hours, please contact **Morgan, our Church Administrator, at 603-562-0805**. This is a personal cell number that is only to be used for urgent inquiries.

To assure the comfort and safety of all visitors, the church reserves the right to amend these building use guidelines at any time.

**I will follow the above guidelines.**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature of Church Agent & Date** \_\_\_\_\_

**Code for entry:** \_\_\_\_\_

**Office use only**

Private party \_\_\_\_ Non-profit \_\_\_\_ Member \_\_\_\_

Date Rental Fee Paid: \_\_\_\_\_ Amount \$ \_\_\_\_\_ Check # or Online? \_\_\_\_ Has the group used building before? \_\_\_\_\_

ON SITE Contact Person for event: \_\_\_\_\_

Mobile Phone \_\_\_\_\_