

Facility Use and Rental Contract **2024-25**

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 _____

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 clean up, including trash removal.

EVENT RENTAL FEES (for up to 4 hours use)

	<i>Non-Profit</i>	<i>Private Group</i>	<i>Members/Friends</i>
Sanctuary (316 occupancy)			
Concerts, Speakers, Programs	\$250	\$400	
<i>Additional professional fees for sound/video technicians apply</i>			
Funerals/Memorials		\$250	no fee
<i>Additional professional fees for minister, musician, and sound technician apply</i>			
Weddings		\$350	no fee
<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>			
Parish Hall (110 occupancy)	\$100	\$200	
w/sm pantry kitchen			
- Additional hours \$25			
Dining Room (100 occupancy)	\$65	\$100	
- Additional hours \$25			
Main Kitchen (full use)	\$65	\$100	
<i>*use of gas stove/oven requires intro and check out</i>			
- Additional hours \$25			
Dining Room & Kitchen	\$100	\$175	
- Additional hours \$35			
RE Wing (40 occupancy)	\$35	\$60	
- Additional hours \$15			

Community Event Entire Parish Building (does not include sanctuary)

Full Day \$700

Half Day \$400

ONGOING RENTALS

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

PERSONNEL FEES

A. *Minister Fees*

- For rites of passage, the church administrator will provide a list of possible officiants. (Our minister leads rites for congregation members.)
- 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

- Fee for special services (weddings, memorials) \$225, payable directly to the musician.
- Separate day rehearsals: \$100 per hour
- If a different organist/pianist is used for special events or services, renters should consult with them for fees.

C. *Sound / Video Technician Fees* **Eric Blackmer** 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.***
- \$150-180 first sound tech staff members (1-3 hrs)
- \$150 for 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.

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 Office Administrator (Vanessa).

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.

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: Using the rear door, there are two accessible parking spaces marked. At the rear entry, there are accessible restrooms and an elevator to the main floor for the parish hall and sanctuary. The sanctuary has two wheelchair/walker accessible pews as well.

FIRE ACCESS: All interior and exterior doors must be physically accessible at all times. 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.

ALCOHOL USE: Alcohol may be served to adults but may not be sold on the premises. Renters will agree to abide by the congregation's **Alcohol Policy**: <https://uupeterborough.org/rentals>. State laws regarding responsibility for serving intoxicated persons alcohol will apply.

NO ANIMALS 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.
- **Closing checklist** <https://uupeterborough.org/rentals>

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 24 hour notice, or you may be charged for use of the space.

If you have need of assistance after hours, please contact **Vanessa, our Church Administrator at 603-554-7999**. 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.

I agree to abide by the guidelines aforementioned .

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 _____