

**Pacific Unitarian Church  
BUILDING USE POLICY**

1. **GENERAL:** All users are asked to remember that Pacific Unitarian Church is a religious community, and that its sanctuary and other buildings should be respected as such.
  - a. The signed contract will grant facility use for a single occasion only.
  - b. Reservation of the date of the event is promised only after receipt of the Non-Refundable Holding Deposit.
  - c. All users are responsible and liable for ensuring that all activities conducted on the premises are lawful, and respect the rights and privileges of all concerned.
  - d. Articles and property of users will be allowed on the premises only during the use periods. PUC assumes no responsibility and no liability for such items at any time.
  - e. Users are responsible and legally liable for any and all damages to PUC property during premise occupancy, over and above the total payments referred to below. Users must immediately notify PUC of any injuries, accidents, or damage to the property.
2. **CHURCH REPRESENTATIVE:** For Weddings, PUC will provide a Wedding Coordinator, who will assist with wedding planning and implementation. The sexton will be on-site for other events.
3. **START TIME:** Church premises will be made available for one free hour of set-up time prior to the time specified in the contract for recitals and concerts and two free hours of set-up time for weddings and memorial services. For weddings, set-up time beyond two hours will be charged at a rate of \$200 per hour. Any additional set-up time requested after the signing of the contract will be given to client with applicable fees if that time is available.
4. **END TIME:** All church premises shall be vacated (except for clean-up crew) by the time specified on the contract, and no later than 10:00 p.m. AN EVENT RUNNING PAST 10:00 PM WILL RESULT IN FORFEITURE OF 100% OF THE HOLDING/SECURITY DEPOSITS. One hour after the end of the scheduled event will be allowed for clean up and removal of decorations for recitals, and two hours for weddings and memorial services.
5. **DECORATIONS:** Decorations must be approved by PUC prior to the event. No structures (e.g., platforms) may be brought onto PUC premises. Decorations must conform to the local fire regulations. No decorations are to be affixed to walls or ceilings. No church linens, tableware or serving pieces may be used by non-member clients, with the exception of the church coffee makers.
6. **PLAYGROUND:** The playground may be used only with prior written permission. An adult supervisor must be present at all times, and no playground equipment may be moved. Any damage to playground may result in forfeiture of part or all of security deposit.
7. **SET UP:** If your organization will need the hall or other area to be set up with chairs and/or tables, PUC's custodian must be pre-booked for this purpose, and the set-up plan approved in advance. Charges for his/her time may be incorporated into the facilities usage fee. Fabric-covered chairs and platforms must remain in the hall at all times. Delivery of dishes, tableware, etc., must occur on the day of the wedding during set-up time, or with special arrangement with the Wedding Coordinator.
8. **CLEAN UP:** All users are required to leave the premises in a clean and orderly condition. User is responsible for cleaning, sweeping and/or mopping, emptying trashcans, and ensuring the restrooms are tidy, except by prior written agreement. If user does not clean up, or has prior written permission not to clean up, then the sexton must be paid for his/her time to do so at the rate of \$20.00 per hour. This fee will be deducted from the refundable deposit.
9. **KITCHEN:** The main kitchen is to be used only for staging and serving pre-prepared food. With prior written permission, the kitchen may be used by users or caterers to warm or cool food or beverages. Cooking and barbequing are NOT allowed on the premises. The pre-school refrigerator is clearly marked, and is off-limits for food storage. We require that users make use of the blue recycling cans that are available around the campus to dispose of all clean paper, glass, plastic and aluminum containers, as well as any other recyclable materials
10. **ALCOHOLIC BEVERAGES:** Wine and beer may be served with written permission, but NO HARD LIQUOR or illegal drugs are allowed on the PUC premises. At no time is alcohol to be served to persons under the age of 21.
11. **SMOKING REGULATIONS:** Due to extreme fire hazard, smoking is allowed ONLY on the main patio south of the church Hall. Smoking is PROHIBITED in any PUC building.

User Initials: \_\_\_\_\_

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- 12. **MUSIC:** Disk Jockey (DJ) or unamplified live music only. **AMPLIFIED, LIVE MUSIC IS PROHIBITED.** All music must be turned off 15 minutes prior to contract termination time. A PUC representative will monitor music volume. As PUC is located in a residential community, respect for our neighbors is paramount. A request by any PUC representative to reduce volume must be honored. PUC's sound equipment may only be used by prior agreement.
- 13. **PARKING:** Weekday use requires consideration for the pre-school operating on church premises. The six marked parking spaces must be left vacant for their use. Vehicles are prohibited on the cobblestone walkway and patio at any time.
- 14. **KEYS TO FACILITY:** If given a key, user is responsible for making sure that the property is locked and all lights turned off prior to your departure. If you have been issued a key, you must return it to the Office Administrator within 24 hours of the event. Failure to return key will result in a \$50 deduction from the security deposit.
- 15. **SET-UP TIME:** All set up will be done the day of the event. A PUC representative will open the premises for set up one hour before the event start time for recitals, and two hours before event time for weddings, unless otherwise arranged in advance.
- 16. **RESERVING A DATE:** For recitals: On the day that the contract is signed, a \$200 Holding Fee is to be paid and PUC thereupon guarantees to reserve that date. For weddings: On the day that the contract is signed, the first third of the wedding package payment is due; the second third is due two months prior to the event; the last third, plus the refundable security deposit, is due by the tenth day before the event..
- 17. **CANCELLATION OF EVENT FOR CAUSE:** PUC reserves the right to suspend or cancel any reserved facility use in the event of a natural disaster, national or local emergency, insurance denial, church-related emergency, or damage to, destruction of, or closure of the area reserved. Additionally, PUC reserves the right to cancel at any time any event for any breach or attempt to breach the rules and regulations herein.
- 18. **SECURITY DEPOSIT:** Please refer to your contract for deadline for specific fees.
- 19. **HOLD HARMLESS CLAUSE:** Applicant, applicant organization, and/or applicant organization's agent agrees to accept full responsibility, to hold PUC harmless, to defend PUC against all claims, and to indemnify PUC for all fees, costs, and damages incurred for any loss or injury to person(s) or property on PUC's premises, or elsewhere arising out of being on PUC's premises by anyone associated in any way with this event.
- 20. **RECYCLING:** PUC is a Green Community and requires users to recycle appropriate waste from your event into the appropriate blue recycle cans and requests all users and caterers respect their use. Gray & green trash cans are for non-recyclable items only. We impose a \$30 fee for violation of this policy.

APPLICANT AFFIRMS THAT HE/SHE IS 18 YEARS OR OLDER AND IS SIGNING THIS AGREEMENT AS AN AUTHORIZED REPRESENTATIVE ON BEHALF OF \_\_\_\_\_ AND AGREES TO ABIDE BY THE STATED TERMS AND CONDITIONS OF USE.

Applicant/Agent's Signature \_\_\_\_\_ Date: \_\_\_\_\_

User Initials: \_\_\_\_\_