



Peterborough United Methodist Church

Church Office: 1.603.924.4294 info@peterboroughumc.org

RENTAL POLICIES

www.peterboroughumc.org

USER GUIDELINES

1. The Renter shall assume all financial responsibility for any damage or loss to the facilities of the Peterborough United Methodist Church, and for any bodily injury or property damage that may occur as a result of the use of these facilities.
2. The Renter must provide full details of the intended use of the facilities, including a description of the event, the intended day(s) and hours of the event, and the approximate number of attendees, as noted on the application form.
3. The Renter is allowed to use only those areas requested and approved on the application form. The use of the bathrooms is included with the use of any area.
4. The Renter must return all furniture, chairs, tables, kitchen equipment, etc. to the same place and in the same condition in which they were found.
5. The Renter is responsible to ensure that the contents of any areas not being rented or meant for rental use are not accessed, and are left undisturbed and undamaged.
6. Smoking is *not permitted* anywhere within the building.
7. Drinking or serving alcoholic beverages or other illegal substances are **not permitted** anywhere on the Church property.
8. All trash and recycling along with any other belongings brought in by the Renter or their attendees **must be removed** by the Renter at the conclusion of each event.

RENTAL FEES (per use/per day*):

Sanctuary (worship area)	\$160 (<i>includes PA system, organ & piano, <u>No food allowed</u></i>)
Classrooms	\$65 (<i>for all</i>)
Fellowship Hall	\$100 (<i>includes tables and chairs</i>)
Kitchen	\$75 (<i>includes appliances, pots, pans, plates, cups, glasses, silverware,</i> <i>Outside organizations where a PUMC member or regular church attendee is a member of the organization, and providing member/attendee will be present during the event to take responsibility for the rental will receive a 50% discount on the above fees.</i>)

Fees for PUMC members or regular church attendees for personal events such as weddings, anniversary or shower parties, receptions, funerals, etc. will be waived. Voluntary contributions would be accepted and appreciated to cover janitorial and other costs.

Revised August 2019



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RENTAL AGREEMENT

Date of Event: _____ Start Time: _____ End Time: _____

Organization: _____

Contact Person: _____

Address: _____

Telephone Number(s): _____

Email Address: _____

Description of Event: _____

Expected Number of Attendees: _____

(must not exceed allowable occupancy as defined by State and Local Fire Codes)

Rental Areas:

Fee (per use/per day):

_____ Sanctuary (worship area)

\$160 (includes PA system, organ & piano)

_____ Classrooms

\$65 (for all)

_____ Fellowship Hall

\$100 (includes tables and chairs)

_____ Kitchen

\$75 (Includes appliances, pots, pans, plates, cups, glasses,

silverware, and coated tablecloths) *Does not include paper products or food items other than salt and pepper.*

Renter is responsible for wiping down tables and chairs, sweeping floors, cleaning all kitchen equipment.

and must launder and make arrangements to return any used cloth tablecloths, napkins & towels.

One hour of custodial service is included for final cleanup only.

_____ *Additional custodial hours at \$25 per hour*

PAYMENT

Total Due: \$ _____ Date Paid: _____ Check # _____

The undersigned has read and agrees to the Peterborough United Methodist Church's "RENTAL POLICIES", and to hold harmless and indemnify the Church and it's members, trustees, employees and agents from any loss or damage or other related expenses, including attorneys' fees, that result from claims for bodily injury and/or property damage related to the Renter's use of the facilities.

Renter: _____ Date: _____

PUMC Representative: _____ Date: _____

Forms must be signed by a designated PUMC representative and turned into Church Finance for proper recording.

-Revised August 2019