

## Berwick Congregational Church Rental of Facilities Guidelines

### **RULES:**

This is a Non-Smoking facility.

This is an Alcohol free facility.

Only use battery operated candles. (Burning candles may only be used at the altar during ceremonies)

No decorations or temporary fixtures may be affixed to the building or any architectural feature with nails, tacks, staples, or any application that will cause irreversible damage. Tape is not permitted on any walls, glass or fixtures without the permission of the Church.

Deposit will be returned if building left as was.

A member of the church must be present during all events.

Premises must be vacated at the time agreed upon time with the church.

Renter is responsible for any damages incurred during their rental time.

Renters are responsible for actions both inside and outside of the building on church property.

Animals used to assist individuals are allowed. All other animals are prohibited.

The minister shall be paid directly a minimum of \$100.00 for weddings.

Any arrangements for music/organ must be made directly with the musician. You are responsible for any damage to the organ.

### **CLEANING:**

The premises must be left in as good a condition and repair as found at the beginning of the rental period in order to have deposit returned. All food, beverages, equipment and rented supplies must be removed from the premises immediately after each use of the facility. Renter must immediately take care of any major spillage. If renter is unable to remove spillage, the Church will have the area professionally cleaned at the Renter's expense. User is responsible for assuring all trash has been placed in appropriate receptacles before vacating the room. At the end of the rental, the Renter will be required to complete a walk-through with the facility attendant to verify that the facility has been returned to original order.

### **USE OF CATERERS:**

Rental applicants may choose to employ an outside caterer for their event. Caterers are required to abide by all policies outlined in the Facility Rental Agreement. All food and beverages must be removed from the premises after the event. Waste, food, ice and beverages may not be dumped onto soil or landscaping anywhere on the premises by guests or catering staff. Rental applicants and/or their caterers are required to provide their own tableware, linens, and service needs. No catering equipment, decor or other items may be left behind or stored on the property after an event unless prior arrangements have been made with the church.

### **SECURITY DEPOSITS:**

Fifty percent of the balance of the rental fee and 100% of the cleaning deposit is due at the signing of the Rental Agreement. Other 50% of rental fee is due the day of the event. All checks should be made payable to Berwick Congregational Church.

100% of the Cleaning Deposits will be refunded within 30 days of the rental except in the following circumstances:

1. Church and grounds were not returned to its original order.
2. Loss of deposit if premises are not vacated at designated time.
3. There is damage to the facility, furnishings, and/or grounds. Damage will be assessed at that time. Renter may or may not owe additional funds.

If additional payments are due, they must be paid within 2 weeks, or will incur a 10% monthly interest fee that will be applies to the overdue balance.

All Electrical equipment out of the ordinary must be approved by Church. Entertainment is subject to prior written approval by the Church.

### Extended Hours:

In the case that the scheduled event exceeds the number of hours agreed upon in the original rental agreement, the facility may be rented at an hourly rate of \$50.00 per hour.

### **HANDICAPPED ACCESS**

All rental facilities at the Church are accessible by wheelchair. Handicapped parking is available in the front of the building. However, the restroom facilities are not handicapped accessible.

I verify that I understand the Rental Agreement Rules and agree to abide by the above policies:

Name (please print): \_\_\_\_\_

Signature \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_