

Warren United Church of Christ

Rules & Regulations for use of the church

Sanctuary

- 1) Contact church office to reserve your date.
- 2) Church Sanctuary can be used by all with a free will donation.
- 3) The sound equipment and video/projector equipment will be operated by trained personnel of the WUCC. **All events that use the equipment shall pay the operator \$50 for the event.**
- 4) Special Events require janitorial services, **ALL those who use the sanctuary will be charged \$50.**

Fellowship Hall

- 1) Contact the church office to reserve your date. Dates will not be reserved until form has been filled out and returned to the church office.
- 2) WUCC church members and non-member may use the Fellowship Hall with free will donation. Rental is for the day of event only. Additional days (i.e.: decorating, food prep) must be scheduled through the church office.
- 4) Use of Fellowship Hall requires janitorial services. **You may choose to pay janitorial services of \$150 or clean yourself following the cleaning requirements listed.** Inspection of the Hall will be done by the trustees following the event. Charges may be added if Hall does not meet the cleaning requirements.
- 5) The sound equipment and video/projector equipment will be operated by trained personnel of the WUCC. **All events that use the equipment shall pay the operator \$50 for the event.**
- 6) The Lessee shall be responsible for maintaining the rented premises in good condition of repair, and shall pay to the WUCC all expenses it may incur for repairing said premises to their original condition. The Lessee shall also be responsible for any theft of WUCC property that occurs during the event that they are hosting. The undersigned lessee shall be personally responsible for making such payment. WUCC shall not be held responsible for lost, stolen or damaged items on the premises during your event. Lessee also agrees to abide by the regulations set forth in the WUCC Decorating Policy Sheet.
- 7) The use of alcoholic beverages on WUCC property is prohibited.
- 8) WUCC is a NON-SMOKING property. This includes ALL areas inside the building and all WUCC property outside the building.

Please remember when you are renting the Fellowship Hall all members of your party need to remain in the Hall during your event.

Decorating Policy

ABSOLUTELY NO TAPE, NAILS OR THUMBTACKS ARE TO BE USED ON ANY SURFACE!

ABSOLUTELY NO GLITTER, SPRINKLES OR CONFETTI IS ALLOWED!

ABSOLUTELY NO PYROTECHNICS ARE ALLOWED INSIDE THE BUILDINGS!

OPEN FLAME CANDLES ARE PROHIBITED! Floating candles are acceptable when on water and in a chimney type vessel. Oil type (liquid wax) candles are permitted if they self-extinguish when tipped over.

- 1) Times for decorating and /or kitchen prep work are limited to the day of your event. Alternative times must be pre-approved thru the church office.
- 2) Caterers, Florists, Bands and DJ's should notify the church office if they are unable to arrive and setup during your decorating time.
- 3) No Birdseed, Rice or Sand is allowed inside the building!
- 4) DO NOT stand on chairs while decorating. Please use a ladder.
- 5) Decorations must be removed the night of your event.

Cleaning Requirements

For those who choose to do their own cleaning the following must be finished subject to inspection. WUCC will provide cleaning supplies and equipment.

No Damage to Building.

Restrooms: Sanitize sinks & countertops, toilet bowls & seats, urinals. Clean mirrors if spotted, empty trash and mop.

Kitchen: Scrub sinks with Dawn dish soap, rinse & dry. Sanitize countertops & towel dry. Clean stovetops and inside microwave. Any pans, dishes & utensils must be washed, dried & put away. Please report any breakage of dishes. Please DO NOT take dish towels home to launder. Place in the basket provided. Wipe off carts and empty trash. Place ALL trash in outside receptacles. Sweep and mop floor.

Main Hall: Sanitize tabletops & wipe dry. Check chair seats for food. Move chairs & sweep where needed. Run sweeper in entryway.

Please contact the church office (260-375-2102) with any questions. You will need to contact us the week prior to your event to request extra tables and chairs in the hall and set up a time to pick up a key for the church.

WUCC CHURCH AND FELLOWSHIP HALL

RENTAL AGREEMENT

- I have reviewed the rental policies and agree to the terms and conditions listed.
- I understand that all members of my party are to remain only in the area of the church that is rented.

Event Date_____ Donation \$_____

Lessee_____ Address_____

Phone#_____ Email_____

WUCC Representative_____ Date_____

Notes: