

Pilgrim United Church of Christ

RENTAL POLICIES

1. Please include an email so confirmation can be emailed. (There is space on the front of this form for your email).
 2. Pilgrim United Church of Christ campus includes the church, fellowship hall, offices, upper floors, the Glen as well as the parking lot and surrounding lands.
 3. Pilgrim United Church of Christ is a smoke free and alcohol free campus.
 4. Confetti or rice is not to be used within the church facility or on the church property.
 5. All renters ordinarily will conduct their functions to permit the closing of the facility by ___ pm Monday to Friday and by ___ pm Saturday and Sunday. (In certain circumstances, these times may be extended).
 6. Any damage to equipment or facilities, other than from normal use, shall be the responsibility of those renting the facility. All fees for rental of facilities and equipment are payable to **Pilgrim United Church of Christ** and delivered to the admin upon confirmation of the booking. A damage deposit of \$100.00 is required. Damage deposit will be returned to renter if facilities are left in satisfactory condition (determined by Custodial Staff).
 7. Indemnification: It is an express term of this agreement that the Renter indemnifies the Pilgrim United Church of Christ for any costs or damages of any kind incurred by Pilgrim United Church of Christ, as a result of the rental of the facility by the renter
 8. All bookings and arrangements must be made through Pilgrim United Church of Christ by phone (603) 778-3189. Include your name, date of call and the date(s) that you require the rental for your event as well as a phone number.
 9. All bookings and arrangements must be made through the Church admin at least two week prior to the event, the exception being memorial services, bereavement meals and funerals.
 10. Cancellation: A full refund will be given if cancellation notice has been given two weeks prior to the event. Anything less than two weeks notice, one-half of the payment will be refunded.
 11. Certificate of Liability Insurance must be provided.
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RENTAL AGREEMENT

Signatures on this form indicate the agreement of the renter to the terms and conditions, and the approval of the rental application by Pilgrim United Church of Christ

Facility Rental to be paid in full along with this form: \$ _____

Renter's Name: _____ Signature: _____ Date: _____
Please print

Approval from: _____ Signature: _____ Date: _____

For Office Use Only:

- Copies to be sent to:
- Administration
 - Audio/Visual Technician
 - Custodian
 - Deacons
 - File
 - Hospitality Committee
 - Memorial Glen
 - Pastor
 - Seacoast Family Promise
 - Treasurer

Revised: _____