

First Congregational Church of Glendale
2001 Canada Blvd. Glendale, California 91208 (818) 249-2109

SCHEDULING YOUR EVENT: When scheduling your event with us, please consider the total time you will need to hold your event: set up and preparation through breaking down and cleaning up when the event concludes. The charge for rental is based on the **TOTAL** time you are in the building, not just the time the event lasts. The doors will be open by the custodian 15 minutes before your rental time starts.

TERMS AND CONDITIONS

1. SHORT AND LONG-TERM USE OF CHURCH FACILITIES:

- a. All rental contracts must be drawn up through the church office.
- b. Only organizations approved by the Church Council will be allowed continuing use of facilities.
- c. Contracts are subject to annual review.

2. DEPOSITS

\$250 reservation/security deposit for use of the Fellowship Hall and/or Glen, due upon signing of contract. If the balance of rental charge is not received 15 days prior for a wedding and 15 days prior to other events, we reserve the right to cancel, unless prior terms have been approved by the Office Manager.

3. If a check for a rental is returned for insufficient funds, the renter must pay in cash plus bank fees to keep the scheduled date. If a check is returned after the event, the signer must pay in cash the amount due plus any charges levied on FCC by the bank.
4. First Congregational Church will charge the signer of the contract for the group/party for any time used beyond that stated in the contract. The additional charge will be paid to the custodian on the day of the event.
5. The overtime fee will be charged in ½ hour increments. (Example: Time agreed upon is: **In** - 5:00 p.m. **Out** - 9:00 p.m. If the Group leaves the building at 9:15 p.m., the signer will be billed for an additional full ½ hour.)
6. If any damage or breakage occurs to any equipment or the facility during the group's rental time, the signer can be deemed liable for replacement and/or repair of the equipment or repair to the facility. (Ex: damage or excessive abuse to the floor in Fellowship Hall is \$450 to strip and re-wax the floor). Please immediately report any issue to the custodian. If there are no additional charges due to damage, the security deposit will be refunded within two weeks.
7. The Church Custodian will set up and break down tables, chairs, microphones and other church equipment, arriving 15 minutes before your scheduled time to open the doors. The custodian will complete an opening and closing walk through with the signer or representative of the event.

HOUSE RULES

This is our Church Home; please treat it with respect. These rules have been prepared to help all of us in the care and use of our Church. The Church office must approve any requests for exceptions to these rules.

INTERIOR

Please leave the rooms clean and in the order you found them. If the Kitchen is used, check that the stove is off. Long term renters, please make sure the lights, stoves, air conditioner/heating, and water are turned off and doors closed and locked.

1. **DECORATIONS, SIGNS** may be taped on the glass on the windows and doors *only*. **No decorations may be taped or pinned to the walls or hung from the ceiling tie-rods or beams.** Balloons must be securely tied to a solid base (no sand or dirt-filled bags) and cannot float freely in the ceiling area. Candles must be enclosed in glass on a base, and not placed directly on the tabletop.
2. **ALCOHOLIC BEVERAGES** are NOT allowed anywhere on the property, with the exception of a single toast for wedding receptions/vow renewals.
3. **SMOKING** is not allowed in the building.
4. **FOOD AND BEVERAGES-** are allowed ONLY in Fellowship Hall, Kitchen, outside, and in the Narthex. ***Absolutely no food or beverage is allowed in the Sanctuary, Chapel, classrooms, choir room, hallways or any carpeted area.***
5. Only Service Animals are allowed in the building.
6. Office equipment and organ may be used only with prior approval.
7. **TELEPHONE** Phone service for local calls only is available in the office upon request.
8. **CHAPERONES** It is the responsibility of the signee to provide an adequate number of chaperones for children under 18.

EXTERIOR

1. **GOOD NEIGHBOR 10 PM RULE** We make every effort to be a good neighbor. Due to the terms of our Conditional Use permit, all events must be completed and the premises vacated by 10:00 p.m. unless authorized by the Office Manager.
2. **NOISE** must be kept to a minimum. Music is to be kept at a volume that is respectful to our neighbors. The exterior door leading to the Glen and the exterior kitchen door **MUST** be closed whenever music is playing. The doors to the parking lot or the courtyard can be left open only if necessary.
3. **ATHLETIC ACTIVITIES** require prior approval.
4. **TRASH.** The custodian is responsible for removal of trash. If it is necessary to dispose of trash prior to the custodian's arrival, it can be disposed of in the Athens dumpsters in the parking lot behind the beige doors.
5. **LANDSCAPING-** Do not climb trees or walls. The altar area in the Glen is considered a sacred area and not to be used by guests. Do not walk on planted areas or stand on security lights.

KITCHEN RULES

The items in this kitchen belong to First Congregational Church of Glendale. Nothing may be used without written consent.

Renters are responsible to bring all kitchen items necessary for their event.

The oven is to be used for heating only, not for cooking. The left side of the refrigerator and space in the freezer are available. The coffee urns can be used upon request. Leave the kitchen as clean as you found it.

If you have any questions regarding kitchen usage, please contact the custodian.

I have read and agree to follow all of the terms, conditions, and rules that are listed above:

Responsible Party: _____ **Date:** _____

Revision 5/15/13