

Facility Rental Manual
Non-Member/Outside Organization



Peoples Congregational United Church of Christ
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FACILITY RENTAL POLICY

Peoples Church provides facility space to Non-Members and Outside Organizations for the purpose of religious, social, educational, and political interests or activities. The Church offers its facilities as an important contribution to the life of the Church and community.

Preference for Facility space will be given to activities that are related to the business of the Church. Church members will have **first** priority to all unreserved space related to planned events, meetings, or fundraisers. Granting permission to rent space at Peoples Church does not imply endorsement of the aims, policies, and activities of any group by Peoples Church.

Non-Peoples Member and Outside Organization Facility Rental Policies

Space Capacity Regulations

The highest priority for the use of Church space will be given to Worship and Liturgical Services, and Church-related activities, including activities sponsored by Church Boards, Clubs, Circles, and Organizations.

Room reservations may be changed, if needed, to accommodate functions of the Church. All requests to rent space must be approved by the Church Office as authorized by the Senior Minister.

The rental space being requested, set up, and anticipated attendance **must** be identified on the *Facility Rental Request Form*.

Attendance at events must not exceed the maximum occupancy set forth by the Fire Marshall. The space capacity available for rental ranges from 25 persons up to 600 persons. Events **will be** terminated, as authorized by the Fire Marshall, if occupancy capacity is exceeded.

Weekday meetings/events must conclude by 8:00 p.m. and on Saturday, meetings/events must conclude by 10:00 p.m., which includes clean-up time. Sundays are available for special events only and must be approved by the Church Office as authorized by the Senior Minister.

Meetings for elected political officials, or their representatives and/or candidates for public office must be approved by the Senior Minister and the Church Moderator.

Reservation Procedures: Security Deposit - Security Police Officers - Maintenance Staff and Overtime Requirements

Facility Renters **must** complete and submit a *Facility Rental Request Form* to the Church Office no later than two weeks prior to the planned events.

First-time Facility Renters must submit a *Facility Rental Request Form* in person during Church Business Hours: Monday- Friday 10:00 a.m. - 4:00 p.m.

Returning Facility Renters may complete the ***Facility Rental Request Form*** on the Church's website (www.peopleschurchucc.org - Home Page Facility Rental) and submit electronically to the Operations Specialist at yhunter@peopleschurchucc.org or Fax to (202) 726-9301.

Peoples Church must be informed **one week** in advance of any meeting that includes representatives from the media (newspapers, radio, TV, etc.).

Peoples Church **must** be informed of the purpose of the event when the Facility Renter is charging a fee or selling tickets and/or items at the event. The ticket cost and items being sold must be identified.

The Church Office, as authorized by the Senior Minister, **must** approve any advertisements for an event held at Peoples Church **prior to posting or distribution**. Please submit all promotional materials at least two weeks prior to distribution.

Profit Organizations and Facility Renters that hold fundraising activities will be requested to include Peoples Church as an "added insured" to their liability insurance coverage; arrange for a certificate of insurance to be issued and must sign a "Hold Harmless" agreement prior to rental of the facility. The ***Facility Use and Rental Release Waiver of Liability and Hold Harmless Agreement*** is enclosed.

Facility Rental Contracts can only be signed by persons over 21 years of age.

Facility Space is not reserved until a ***Facility Rental Request Form*** is completed. Facility Renters will be informed by email when the ***Facility Rental Request Form*** has been received.

The Facility Rental Deposit equals 50% of the total Facility Rental Fee. The remaining Facility Rental Balance **must** be paid at least 30 days prior to the event.

The ***Facility Rental Contract*** must be returned within two weeks of receipt; and includes the 50% Facility Rental Deposit in order to confirm space capacity. (Fee Schedule is enclosed)

Reservation Procedures/Security Deposit/Police Officers/Overtime Requirements

A signed ***Facility Rental Contract*** that details the purpose for the Facility Rental, date and time of occupancy, type of event, and paid Facility Rental Deposit are required to confirm the Rental Space.

A ***Facility Rental Contract*** that details the purpose for the facility rental, date and time of occupancy, type of event, and the required amount of the Facility Rental Balance, will be emailed or faxed to the Facility Renter or Organization.

Facility Renters **must** bring the ***Facility Rental Contract*** and Facility Rental Balance in person to the Operations Specialist during Church Business Hours (The Church Hours of Operation are enclosed).

As an option, to guarantee space availability, the total cost of the Facility Rental can be paid in advance. However, the entire amount must be paid at least 30 days in advance of the event.

Facility Renters, who submit a ***Facility Rental Request Form*** with two weeks' notice of an event, will require a 50% Facility Rental Deposit when the ***Facility Rental Contract*** is completed and signed. The Facility Rental Balance is due five days prior to the event.

Facility Renters who submit a ***Facility Rental Request Form*** with less than two weeks' notice of an event will be required to pay the full Facility Rental Fee at the time that the ***Facility Rental Contract*** is completed and signed.

Facility Renters will be required to provide a separate payment of \$750.00 (Seven Hundred Fifty Dollars and no/100) for the Facility Rental Security Deposit when the ***Facility Rental Contract*** is completed and signed.

The Facility Rental Security Deposit is required to cover damages or poor conditions of the property and, if applicable, includes the payment of overtime if the event extends beyond the end time on the contract.

Facility Renters and their Guests are responsible for maintaining the condition of the rental spaces for their events. The rental spaces must be left in the same good condition as it was found.

The Facility Rental Security Deposit will be returned in full to the Facility Renter within thirty (30) days after the event; if rental contract conditions have been maintained.

The ***Facility Rental Contract*** authorizes the use of reserved rental space only. Restrooms most proximate to the reserved space(s) are available. All other areas of the Church are not open to the Renter.

Reservation Procedures/Security Deposit/Officers/Overtime Requirements

Two Security Police Officers are required for events that **exceed 100 guests** (\$400.00 Fee).
One Security Police Officer is required for events with **less than 100 guests** (\$200.00 Fee).

Facility Renters will be charged a separate fee of \$160.00 to cover costs for required Maintenance Staff for the event.

Both fees for Security Police and Maintenance Staff are paid when the ***Facility Rental Contract*** is signed.

If Facility Rental rules are violated, Facility Renters may be subjected to refusal of future Facility Rental.

Equipment Rental and Liability Requirements

Facility Renters may utilize equipment from Peoples Church for an event according to its availability. Facility Renters are responsible for the safe use of any equipment and must ensure that its use will not cause disturbance to other facility users.

Any damage to Church property must be reported to the Church Office, and a ***Facility Damage/Incident Report Form*** must be completed (The ***Facility Damage/Incident Report Form*** is enclosed).

Events held for persons under the age of 18 must have adult supervision at the event and on the premises. A supervision ratio of 1 adult to 8 youth is required.

Facility Renters must provide the *Serve Safe Food Certificate* from the Caterer, if applicable, to the Operations Specialist; and a current copy of the certificate is maintained on file in the Church Office.

Caterers must provide all serving supplies and Hand Sanitizer; and must leave the Kitchen clean, and all outside food/beverages and supplies must be removed after the event.

Administrative Regulations

The Church Office machines are for administrative staff use only. Peoples Church does not provide photocopy services for any non-Church-related events.

A courtesy telephone is available for local telephone calls at the Reception Desk.

Facility Renters and their Guests will be instructed to use the Church's parking lot as space is available and/or park legally on neighborhood streets.

Food and beverages are **not** allowed in the Sanctuary, Chapel, and Hallways.

Smoking and drinking alcoholic beverages are prohibited on the premises.

Church Hours of Operation (January through December)

Monday	9:00 a.m. – 5:00 p.m.
Tuesday	9:00 a.m. – 5:00 p.m.
Wednesday	9:00 a.m. – 5:00 p.m.
Thursday	9:00 a.m. – 5:00 p.m.
Saturday	9:00 a.m. – 2:00 p.m.
Sunday	9:00 a.m. – 2:00 p.m.

**Non-Member/Outside Organization Facility Rental
Space Request - Capacity - Fee**

Atrium (25-40 with tables)	\$1,000 ____
Bridal Suite (3-4)	\$100 ____
Chapel (75)	\$800 ____
Classroom (Rooms 203, 205, and 206) (25)	\$175 ____
Corbin Lounge: (30)	\$400 ____
Fellowship Hall (225 w/ tables & 500 wo/tables) & w/tables	\$2,000 ____
Gallery (25-30)	\$400 ____
Kitchen (15)	\$150 ____
Library: (25-30)	\$100 ____
Parking Lot (75)	\$750 ____
Plaza (30-40)	\$500 ____
Quiet Room (10)	\$200 ____
Reaffirmation Garden (25-30)	\$750 ____
Sanctuary (600)	\$2,000 ____

Facility Rental: Security Deposit – Overtime – Police Security – Maintenance - Tech Support

Facility Rental Security Deposit Required (Refundable Without Damage)	\$750 ____
Facility Rental Security Police Officer (100 and under) 1 Police Officer (Required)	\$200 ____
Facility Rental Security Police Officers (100+) 2 Police Officers Required	\$400 ____
Maintenance Staff (Required)	\$160 ____
Overtime Per Hour/or Fraction of Hour	\$100 ____
Laptop and/or LCD Monitor	\$200 ____
Microphone(s)	\$50 ____ (each)
Sound Technician Per Hour	\$75 ____
Live Stream Event	\$200 ____



Facility Rental Request Form Non-Member/Outside Organization

A \$750 Facility Rental Security Deposit Is Required.
This deposit covers damages and the overtime fee of \$100/hour. The Security deposit is fully refundable if there is no damage, and the event stays within designated hours.

General Information:	
Name of Requestor: _____	Date Submitted: _____
Telephone No. Day: _____	Telephone No. Evening: _____
Address: _____	
Email Address: _____	
Name of Organization: _____	
Type of Event: Banquet ___ Meeting ___ Reception ___ Wedding ___ Fundraiser ___ Funerals ___	
# Of Guests: _____	Date of Event: _____
Event Start Time: _____	Event Ending Time: _____
SPACE REQUEST/CAPACITY/FEE: Atrium (25-40 w/tables) \$1,000 ___ Bridal Suite (3-4) \$100 ___ Chapel (75) \$800 ___ Classroom (Rooms 203, 205, and 206) (25) \$175 ___ Corbin Lounge: (30) \$400 ___ Fellowship Hall (225 w/ tables & 500 wo/tables) & w/tables \$2,000 ___ Gallery (25-30) \$400 ___ Kitchen (15) \$150 ___ Library: (25-30) \$100 ___ Parking Lot (75) ___ \$750 Plaza (30-40) \$500 ___ Quiet Room (10) \$200 ___ Reaffirmation Garden (25-30) \$750 ___ Sanctuary (600) \$2,000 ___ Facility Rental w/ Security Officer (100 and under)= 1 Officer \$200 ___ (100+)= 2 Officers \$400 ___	
ROOM INFORMATION AND SETUP-TYPE: Sound System & Technician \$75/hour ___ Microphone \$50/each ___ How many will you need? ___ LCD Monitor-Laptop-Live Stream \$200 ___ Musician(s) ___ (Fees will be discussed during the planning meeting.)	
(13) Round Tables # ___ (6) Rectangle Tables # ___ (170) Chairs # ___	
SET-UP TYPE: Banquet ___ Auditorium ___ Clear Space ___ T-Shape ___ Other: _____	
Requestor Signature: _____	Date: _____
Operations Specialist: _____	Date: _____



Peoples Congregational United Church of Christ Facility Rental Contract

Requestor: _____ Date: _____

Street Address: _____

Phone Number(s): _____ C _____ H _____

Facility Rental Date: _____

Purpose of Event _____

Email: _____

Event Begin Time: _____ Event End Time: _____

Number of Guests Attending: _____

Space Requested:

Space Request/Capacity/Fee:

Atrium (25-40 w/tables) \$1,000 ___ Bridal Suite (3-4) \$100 ___ Chapel (75) \$800 ___
Classroom (Rooms 203, 205, and 206) (25) \$175 ___ Corbin Lounge: (30) \$400 ___
Fellowship Hall (225 w/ tables & 500 wo/tables) & w/tables \$2,000 ___ Gallery (25-30) \$400 ___
Kitchen (15) \$150 ___ Library: (25-30) \$100 ___ Parking Lot (75) \$750 ___ Plaza (30-40) \$500 ___
Quiet Room (10) \$200 ___ Reaffirmation Garden (25-30) \$750 ___ Sanctuary (600) \$2,000 ___
Facility Rental w/ Security Officer (100 and under - 1 Officer \$200 ___ (100+) -2 Officers \$400 ___

PAYMENTS ACCEPTED BY BANK CHECK/MONEY ORDER/CREDIT-DEBIT CARD ONLY

- \$ ___ Facility Rental Security Police Officers (Required)
- \$ ___ Facility Rental Security Deposit - \$750.00 (Required)
- \$ ___ Overtime Fee - \$100.00 per hour/or fraction of hour
- \$ ___ Sound Technician - \$75.00 per hour (If applicable)
- \$ ___ **Grand Total (Payable to Peoples Church)**

Requestor: _____ (Signature)

Operations Specialist: _____ (Signature)

**FACILITY USE AND RENTAL RELEASE
WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT**

1. In consideration for receiving permission for _____ (Renter) to participate in the Event to be held on _____, **I covenant not to sue and I** hereby release, waive, discharge Peoples Congregational United Church of Christ, its officers, volunteers, agents and employees (hereinafter referred to as “Releasees”) from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or relating to any loss, damage or injury, including death, that may be sustained by us, or to any property belonging to us, whether caused by the negligence of the Releasees, or otherwise, while participating in the aforementioned Event, or while in, on or upon the premises where the Event is being conducted, while in transit to or from the premises, or in any place or places connected with the Event and covenant not to sue.
2. I am aware there are risks and hazards connected with being on the premises and participating in the Event, and I am aware that there may be risks and hazards unknown to me connected with being on the premises and participating in the Event, and I hereby elect to voluntarily have us participate in the Event, to enter upon the above-named premises and engage in activities. I voluntarily assume full responsibility for any risks of loss, property damage or personal injury, including death, that may be sustained by us, or any loss or damage to property owned by us, as a result of my being a participant in the Event, whether caused by the negligence of Releasees or otherwise.
3. I further hereby agree to indemnify and save and hold harmless the Releasees and each of them from any loss, liability, damage or costs they may incur due to our participation in the Event, whether caused by negligence of any or all the Releasees or otherwise.
4. It is our express intent that this Release Agreement shall bind the members of our organization, if we are alive, and our heirs, assigns and personal representatives, if we are deceased, and shall be deemed as a Release, Waiver, Discharge and Covenant Not to Sue the above named Releasees.
5. This document includes all agreements relating to this matter and supersedes all prior oral or written agreements regarding these matters.
6. By signing below, I certify that I am at least eighteen (18) years of age and fully competent to execute this agreement and fully intend to be bound by the same.
7. This agreement shall be governed by the laws of the District of Columbia.

Signature:

Witness:

Organizer’s Signature

Witness Signature

Organizer’s Name Printed

Witness Name Printed

Emergency Policy

The elevator will be shut down in case of emergencies such as a fire, and the elevator may also be out of service in the event repairs are required. Consequently, Peoples Congregational United Church of Christ is not responsible for and bears no liability for getting those with disabilities and others who must use an elevator: (a) to and from the Lower Auditorium or the Second Floor in the event that the elevator is not in service, or (b) off of an elevator that suddenly stops functioning.

Accordingly, Users should not request the Lower Auditorium or Elmes Classrooms located on the Second Floor unless they know and are sure that no persons who require elevator service, such as those who use wheelchairs or walkers or who cannot walk up and down steps, will attend the event.

In the event of an emergency, Church Members, who organize events, must identify all exits for their Guests at the start of the activity.

Worship and Prayer Schedule

Holy Communion Service

First Sunday 10:00 a.m.

Baptism and Christening Services

Second and Fourth Sunday 10:00 a.m.

Church School

Sunday Adult Church School 9:00 a.m.

Sunday Church School 10:00 a.m. (September – June)

Prayer Meetings

2nd & 4th Wednesday Word Devotional Conference Call 7:00 - 7:30a.m.

Every Wednesday Noon Prayer Service 12:00 – 1:00 p.m.

Bible Study

Thursday Bible Study 6:00 – 7:00 p.m.

Nursery Service

Available During 10:00 a.m. Worship Service

VISION OF THE CHURCH

“... so we, who are many, are one body in Christ and individually we are members of one another.” (Romans 12:5 NRSV)

Peoples Congregational United Church of Christ is a progressive Christian community called by faith, led by hope, and united by love to build strong and committed disciples for Jesus Christ and to be a spiritual presence locally and globally in service to humanity. This vision is lived out through our focus on relationship with the Lord, which produces perspective; scholarship in study of the Scriptures, which produces focus; stewardship awareness in our giving and sharing which produces trust; and fellowship with our sisters and brothers in Christ, which produces unity.

“Write the vision and make it plain on tablets, so that a runner may read it, for there is a vision for the appointed time...” (Habakkuk 2:2-3 NRSV)

MISSION OF THE CHURCH

To worship God and preach the gospel of Jesus Christ and to labor for peace and justice so that the world may become the kingdom of God on earth;

To foster with its membership, by its teaching and its ministry, the spirit which was in Christ;

To be to its membership and the community a source of spiritual refreshment, guidance, transformations, comfort and support;

To impress upon its membership the need for mutual loyalty and charity;

To teach its young people the noble traditions of its past; to point them the possibilities of its future, and to give guidance in the building of Christian character; and

To educate and develop its members for consecrated and sacrificial service.

**Peoples Congregational United Church of Christ
Facility Damage/Incident Report**

Date of Report: _____

Name of Person Submitting Report: _____

Date Damage/Incident Occurred: _____

Was Church Office Notified? Yes ___ No ___

Indicate the Rental Space and/or contents damaged and the extent of the damage:

Did damage/incident cause interruption of the event? Yes ___ No ___

Describe how damage/incident occurred:

Name(s) and address(es) of anyone sustaining bodily injuries as a result of the damage/incident and the extent of such injuries:

Was the damage caused by fire? Yes ___ No ___

Time fire discovered: _____

Was Fire Department called? Yes ___ No ___

Name of person who called Fire Department: _____

Was the building evacuated? Yes ___ No ___

Was the fire alarm activated? Yes ___ No ___

Was the fire extinguished? Yes ___ No ___ if yes by whom _____

Signature of Person Submitting Report

Peoples Congregational United Church of Christ Facility Rental Evaluation

Name: (Optional) _____

Event Date: _____

Space Location: _____

	Very Satisfied	Satisfied	Fairly Satisfied	Dissatisfied	Very Dissatisfied
Initial Contact					
Tour of Facility					
Interaction with Staff					
Explanation of Rental Contract					
Rental Space Set-Up					
Set-up as Requested					
Facility Cleanliness					
Flexibility of Staff					
Rate your Experience					
Overall Customer Service					
Accessibility of Facility					
		Yes		No	
Overall Satisfaction					
Would you Rent Again?					
Would you Recommend this Facility?					
Would you Submit a Review?					

Other Feedback or Comments: