



## RENTAL POLICIES AND ROOM USE GUIDELINES

It is the policy of the First Congregational Church of Palo Alto to make its beautiful building facilities available to individuals for weddings, concerts, and other celebrations that are respectful of our church policies, including our Open and Affirming tradition. We ask that you adhere to the following policies and guidelines when renting the facilities.

1. **OVERALL RESPONSIBILITY:** As a Renter of any space at FCCPA, you are fully responsible and liable for the actions of yourself, your guests and any vendor or service provider you bring onto FCCPA property. You are also responsible for compliance with Palo Alto Fire and/or Municipal Code. The code states that all exit doors must be unlocked and unobstructed during events and that Smoking is not allowed on Church property (parking lots included). To fully protect yourself, FCCPA highly recommends that you make certain that your vendors are aware of the Policies and Guidelines contained in this document, and you provide sufficient supervision of your guests and vendors as you are responsible for and will be held liable for breaking any of these policies or guidelines. Your liability extends beyond the amount of any Security Deposit you may have paid to FCCPA.

2. **PUBLICITY:** Do not use the church name as the sponsoring organization in any advertising or promotional literature for your event unless it is an "official" FCCPA event. Do not publish the church phone number as the number to call for further information about your event. No signage may be used on the building or grounds without the written permission of the church.

3. **RESTORATION OF PREMISES:** Leave premises and equipment in the same condition and in the exact locations as when your event began. Kitchen staff or catering staff are expected to empty all trash, recycling, and compost bins in the Trash Enclosure, located outside behind the kitchen. Please pour any unfinished liquids into sinks.

If the church has set up chairs and tables for your event, it is not necessary for you to put them away. If you have set up chairs or tables, or moved equipment or furniture yourself, you need to return it to its original location.

Renters are to assume full responsibility for repairs and are financially responsible for any damages that occur during their use of FCCPA facilities. Decorations or other materials may be used only when a written request is submitted to FCCPA and a written approval of your request is received by you from FCCPA. Even then, you may only use materials that do not damage or mark surfaces (such as Gaffers tape), and all decorations are to be removed at the conclusion of the event. No scotch tape or duct tape may be used on walls, floors, glass, or woodwork. No nails, pins, tacks, screws, hooks, etc. or non-Gaffers tape can be used at any time. No decorations or objects are to be placed on the piano (other than the cover). Bubbles and real flower petals can be used outdoors. To reduce indoor slipping hazards, bubbles, birdseed, rice, real flower petals, and confetti are not to be used. Cloth flower petals may be used, but must be cleaned up by the Renter.

If upon your arrival you notice anything that is not clean or "as it should be", please notify a FCCPA staff member immediately, and/or take a photo and send it to the Facility Host immediately.

4. **FACILITIES USED:** Use of premises is restricted to only those indoor and outdoor facilities and those times which are specified in the Rental Agreement. Use of the facilities must be terminated at the agreed upon time to accommodate the church staff person who is assigned to close and secure the building at the conclusion of the event and/or another event that could be taking place after yours. Early arrivals, late departures or usage of space not contracted for will result in forfeiture of part or all of the security deposit.

5. **EQUIPMENT USED/RENTED ITEMS BROUGHT IN:** All tables and chairs must be returned to their original setup configuration. All rented items brought in must be removed from the premises prior to contract end time.

6. **CARE OF FACILITIES:** Renters should be particularly cautious with food and beverages to avoid spills on the flooring. If spills do occur, they are to be immediately wiped up. Disregard for care of carpets and flooring will subject deposit to forfeiture.

Candles are to be used only in fireproof containers (glass "hurricanes") and only when renter has had prior written approval to do so (Unity Candles are an exception). Any decorations used near candles must be fireproof. Protection must be used so as to prevent candle wax from spilling on any surface. No material may be thrown at weddings; however, bubbles can be blown in outside areas.

Please make certain that any and all decorations that were given written approval for you to put up or place are taken down and taken with you prior to contract end time.

7. **USE OF KITCHEN:** Use of the kitchen includes all appliances in the kitchen. Renters and their approved Caterers are to supply their own tablecloths, napkins, service ware, cookware, and consumables including coffee, tea, sugar, cream, filters etc.

All garbage and recyclable materials are to be removed from premises or disposed of in appropriate receptacles outside, behind the kitchen. Boxes must be broken down and flattened before disposal, cans and glass/plastic bottles must be put in the recycling bins and food products must be placed into the composting bins. Any food stored in the refrigerators must be removed. All countertops and tables are to be cleaned and spills wiped up from the floor. If Renter or Caterer want to use any area outside of the kitchen for "kitchen purposes", they must submit a detailed request in writing and receive approval from FCCPA prior to the date of the event.

Kitchen Renters must adhere to the Kitchen Rules & Regulations for use of the kitchen appliances and follow the cleaning Checklist for proper cleaning methods and use of cleaning agents. These documents are posted in the Kitchen and on our website under Planning Your Wedding.

8. **CATERERS:** Proof of insurance and Food Handler Training Certification and license number are required one month prior to the event. Please refer to your contract for details. Prior to the event, your caterer should contact the FCCPA Kitchen Supervisor to schedule a walk-through of our kitchen. Please have your caterer contact our Kitchen Supervisor (Deb Kullman, debzhome@gmail.com) at least 2 weeks before the event.

9. **FOOD AND DRINK:** The only alcoholic beverages permitted are champagne, beer, and wine. Under no condition shall alcoholic drinks be sold on the premises. Ice chests, tubs of ice, and beer kegs may not be allowed to drip or condense on floors. Food and drinks are not permitted in the Sanctuary or Narthex, or on or around pianos. Only water in covered containers is permitted in the Sanctuary.

10. **SOUND AND NOISE LIMITATIONS:** Sound and noise must be kept within acceptable limits at all times so as not to disturb neighbors and/or other room Renters and must comply with the City of Palo Alto

Noise Ordinance PAMC Chapter 9.10 ([www.cityofpaloalto.org/civicax/filebank/documents/2312](http://www.cityofpaloalto.org/civicax/filebank/documents/2312)). No amplification is allowed after 10 p.m. In regards to outdoor amplification, acoustic musicians with small amplifiers are allowed, but are subject to the same volume restrictions as above. If you are providing music via a device, anywhere outdoors, this is allowed but is also subject to the same volume restrictions.

If you want to have amplified music in Harmony Hall, you have 3 choices; either hire a DJ, use a device with a headphone jack to plug into our sound system, or if you hire musicians, they can provide their own small amps, but they must comply with noise level limitations.

Lastly, since we are located in a residential community, we ask that you and your vendors be considerate of our neighbors by being quiet and polite as you come and especially as you leave our facility in the evening hours.

11. **AUDIO SYSTEMS USAGE:** Audio systems are available in the Sanctuary, Fellowship Hall, and Harmony Hall and can be used with a device with a headphone jack. Projection is available in the Fellowship Hall and Harmony Hall and can be used with a device with an HDMI connection. Renter must provide sound and video source. If adapters are needed, Renter must supply these. Live streaming is not available from FCCPA, however Renters can live stream using personal equipment. Guest internet access is available with limited speeds of 20dl/5ul and is not guaranteed. Microphones are available for use, by prior arrangement, in the Sanctuary and Harmony Hall. Bands, DJs, and videographers cannot plug into our sound system.

12. **UPON DEPARTURE:** Please be sure all stove and oven burners are turned off. Leave lights on (they turn off automatically). Lock all windows and exit.