

Plymouth Congregational United Church of Christ
4 Post Office Square PO Box 86 Plymouth, NH 03264
(603) 536-2626 office@uccplymouth.org

BUILDING USE FORM

Org/Group: _____

Relation to PCUCC: _____

(Which group/committee is your organization associated with?)

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

(Please indicate cell, home, or work phone)

Date(s) Requested: _____ Time(s): _____

Nature of Event: _____

Anticipated Number of Attendees: _____ Room(s) Requested: _____

(e.g. Chapel, Sanctuary, Fellowship Hall, etc.)

Contact person to be present throughout: _____ **YES** _____ **NO**

If NO, please list a second contact who will be present: _____

Please note: Proof of insurance will be required for non-affiliated groups of PCUCC. A brief training in closing and securing the building as well as a walk-through to identify emergency exits, equipment, and protocols will also be required of the contact person and/or facilitator before the event.

Contact Person/Event Facilitator Signature

Date

Where there is no charge for the use of the PCUCC facility, we graciously accept donations toward the operational costs incurred during non-business hours. Thank you.

For Office Use Only:

Donation Amount: \$ _____

_____ Approved Room(s) Reserved: _____

_____ Denied Reason: _____

PCUCC Minister's Signature

Date

Instructions for Building Usage

Room Reservations MUST be made through the Church Office Manager. If your time is not entered on the Church calendar, you may lose your space. Office hours are Tuesday through Friday, from 9:00 am to 2:00 pm. You may contact us by e-mail, and the answering machine is always available for your messages.

Changes or Cancellations MUST be made through the Church office Manager. Please do not move your meeting room without checking with us first. Be sure to notify us if you will not need the room, so it may be used by others.

Designate a Liaison for your organization. Submit the person's telephone number and e-mail address to the Church Office. If inquiries are made or problems arise, we will have a way to resolve them. If we do not have a liaison, we cannot honor your request for space.

Please leave the rooms clean. Close and lock all windows. Turn off all lights that are NOT on automatic switches. Check restroom lights and faucets. Carry out any trash generated by your organization. Put away all tables, chairs, and other items that you have used. As you leave, remember to turn off lights in the halls and stairways. Reset thermostat settings to their original temperature if you have altered the setting.

For Organizations using the Kitchen. Follow the posted Kitchen Exit Checklist.

For Organizations using the Sanctuary: No food or drinks besides water are allowed in the Sanctuary. No helium balloons or items that may rise to the ceiling are allowed in the Sanctuary.

Lock Timers are installed on the Exit Doors. These timers are set to work automatically. The front Narthex doors must be locked and unlocked with a key.

Reminder: No smoking or alcoholic beverages are permitted anywhere on Church property!

In Case of Emergency in the building: Call Rev. Sammy Holland, 336-458-5618 or Eileen Torrey, 603-252-7513

For a Medical Emergency, call 911 immediately.

Report to the Church Office Manager any injuries, any damage either existing or caused by the organization, any repairs or maintenance needed.

General Liability: Groups using PCUCC's premises, including the building, walkways, stairs and stairways, landings, entrances, grounds, fixed and moveable equipment do so at their own risk and agree to hold harmless the Plymouth Congregational United Church of Christ with respect to loss, personal injury, or other damage sustained incidental to such use. It is the responsibility of any and all groups to communicate this policy to the group's members, guests, or volunteers using PCUCC's facilities as part of the group's agreement for use.