

PCUCC Building Use Policies

- You will be required to sign a rental agreement.
- The room you have reserved will be clean prior to your event. The room should be left in the state it was found at the end of your event.
- **Food or drink is allowed in the room you have reserved as long as it is cleaned up afterwards.**
- Please **replace moved furniture** at the end of your event.
- Do not remove furniture from the premises.
- Use your reserved space only for its intended and stated purpose.
- Refrain from any activity that would cause a nuisance to other building users or immediate neighbors, including excessive noise or strong odors.
- Make a reasonable effort to not overload the electrical, plumbing, or HVAC systems.
- **No Pets Allowed** (except for service animals).
- Any signage you put up cannot damage the building and must be taken down at the end of your event.
- Moderate Alcoholic beverage consumption is allowed on the premises as long as there is a licensed server and insurance coverage that covers alcoholic beverages
- Smoking is allowed in designated smoking area.
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- No gambling
- No hazardous materials may be brought upon or disposed of, on the premises.
- At the end of your event, ensure that tables are wiped down, floors are swept, and the space you've reserved looks as it did when you arrived. (Cleaning supplies are available in the kitchen)
- Notify the office immediately of any broken or damaged equipment or church property.
- Please make sure any food waste is disposed of in the outdoor garbage bins and any stored food is secured in rodent proof, locking plastic containers.
- Do not store anything on church premises without express permission from your event coordinator.
- You are responsible for any costs incurred from fixing or replacing any item damaged by your group.
- PCUCC is not responsible for any lost or stolen items.
- Ensure there is adequate supervision of children while on church property. Try to aim to have 3 people in situations involving children with a ratio of either 2 children to 1 adult or 2 adults to 1 child.