

Building Use Request
Petaluma United Methodist Church
410 "D" Street, Petaluma, CA 94952
(707) 762-9785
Email: rentpumc@gmail.com

Thank you for your interest in holding your event at Petaluma United Methodist Church. Your building use fees helps support a historic faith community with over 80 years of continuous service in Petaluma and beyond.

While we will make every effort to expedite your application and communicate in a timely way, please keep in mind we are a volunteer organization. This may result in delays of a day or two in responding to your questions and concerns. Thanks in advance for your patience, and may God's peace be with you.

The Petaluma United Methodist Church is available for use by private individuals and organizations for purposes not inconsistent with the mission of our church. This may include civic, religious, social, cultural, and educational events. All events are subject to approval by the trustees and must be scheduled through the PUMC representative (contact info above).

Please indicate type of usage below.

Church Program: _____ Community Use: _____ Individual Use: _____

For community users:

Name of Non-Profit Organization: _____

501 (c)3 Welfare Tax Exemption statement must be on file or submitted with request

Event Details:

Name of Event: _____

Event Day/Date: _____ Time of Event: _____ to _____

Time indicated should include time to set-up and clean-up.

Estimated Number of Attendees: _____

Start time of event: _____

Will this be a recurring event? ____ Yes ____ No. Frequency of recurrence: _____

Food will be served: ____ Yes ____ No

Caterer (if any) _____

Party Planner (if any) _____

Childcare provider (if nursery is used) _____

See below for specific requirements for childcare providers.

Will anyone in your attendee list need a wheelchair-accessible restroom? ____ Yes ____ No

Facilities may be rented for a full day, half day (<= 4 hours) or by the hour (< = 2 hours). Select the rooms that you need for which time period:

Room(s) needed for Full Day (> 4 hours) (check all that apply):

- Sanctuary \$ 710
 - Sound equipment incl
 - Projection screen incl
 - Organ* incl
- Social Hall \$ 510
 - Tables/Chairs incl
 - Sound equipment incl
 - Projection screen incl
 - Stage \$ 220
 - Choir Risers \$ 80
 - Kitchen incl
 - Dishes/Flatware \$ 140
- Fireside Room \$ 240
- Nursery/Daycare Room** \$ 170

*If organ is to be used, prior written authorization must be obtained

If nursery is selected, the name of a qualified child care provider must be provided. Childcare providers must satisfy the **AB506 State mandate (fingerprint background check) and provide proof that they have completed the **Safe Sanctuary** online course.

Full Day Subtotal: \$ _____

Room(s) needed for Half Day (<=4 hours) (check all that apply):

- Sanctuary \$ 390
 - Sound equipment incl
 - Projection screen incl
 - Organ* incl
- Social Hall \$ 310
 - Tables/Chairs incl
 - Sound equipment incl
 - Projection screen incl
 - Stage \$ 140
 - Choir Risers \$ 45
 - Kitchen incl
 - Dishes/Flatware \$ 90
- Fireside Room \$ 140
- Nursery/Daycare Room** \$ 110

*If organ is to be used, prior written authorization must be obtained

If nursery is selected, the name of a qualified child care provider must be provided. Childcare providers must satisfy the **AB506 State mandate (fingerprint background check) and provide proof that they have completed the **Safe Sanctuary** online course.

Half Day Subtotal: \$ _____

Room(s) needed hourly (1-2 hours only) (___ # hours) (check all that apply):

- Sanctuary \$ 140
 - Sound equipment incl
 - Projection screen incl
 - Organ* incl
- Social Hall \$ 100
 - Tables/Chairs incl
 - Sound equipment incl
 - Projection screen incl
 - Stage \$ 60
 - Choir Risers \$ 20
 - Kitchen n/a
 - Dishes/Flatware n/a
- Fireside Room \$ 50
- Nursery/Daycare Room** \$ 40

*If organ is to be used, prior written authorization must be obtained

If nursery is selected, the name of a qualified child care provider must be provided. Childcare providers must satisfy the **AB506 State mandate (fingerprint background check) and provide proof that they have completed the **Safe Sanctuary** online course.

Hourly Subtotal: \$ _____

Subtotal: \$ _____

A discount of 25% is provided to non-profit users. Discount amount \$ _____

A discount of 50% is provided to church members. Discount amount \$ _____

Cleaning fee \$150

Total: \$ _____

A refundable security deposit of \$500 is required to hold the space. Reservations are confirmed upon receipt of the deposit, 1/2 the rental amount and completion of the paperwork. The deposit will be refunded in its entirety within two weeks after the event so long as there is no property damage or additional cleaning required. In order to facilitate the return of the deposit, if payment is made by check a separate check should be written for the deposit amount.

Payments:

Paid with contract: \$ _____

Cash Check # _____ (Payable to Petaluma United Methodist Church)

Balance Due (30 days prior to event date) \$ _____

Client Contact Information:

Name: _____

Phone: _____

Email: _____

Address: _____

City: _____

State/ZIP: _____

Best way to communicate:

- Phone
- Text
- Email

The group wishing to use parish facilities must designate one person who can speak and be responsible for the group and event from start to finish. This person will be responsible for communicating clearly and thoroughly with parish representatives about the proposed event and with the user group on its responsibilities. This person must be onsite and available during the entire event for contact by cell phone. This person must pick up and return the keys to the church office. This person must agree that they will maintain control of the keys and understands that may not give, loan, or share these keys with any other person for any reason. This person is responsible for ensuring that the event participants comply with safety regulations and cleaning duties as outlined in the Building Rules and Regulations form. If the thermostat has been adjusted, it must be returned to its original setting. All garbage and recyclable materials must be disposed of in the designated bins on the patio beside the social hall. This person is responsible for closing and locking the doors and windows and turning off the lights upon leaving.

If the group desires to rent the kitchen, this responsible person must receive detailed instructions from a parish representative on the kitchen equipment and operating procedures, including clean-up and disposal of waste. If they desire to use other equipment (such as tables/chairs), this person must receive instructions on the set-up and putting away of this equipment. The church does not lend its equipment offsite.

Name of responsible person _____ Cell Phone: _____

Agreement for building use of the Petaluma United Methodist Church (Premises) between Petaluma United Methodist Church (PUMC) and the undersigned (Client) for the above listed event:

_____	_____
Client Signature	Date

_____	_____
PUMC Representative	Date

PUMC Use Only:

- Calendar checked*
- Staff Review*
- Trustee Review*
- Request confirmed*

- Deposit received*
- Balance received*
- COI provided*
- Deposit refunded or if not, notification provided*