

**Building Rules and Regulations**  
**Petaluma United Methodist Church**  
**410 “D” Street, Petaluma, CA 94952**  
**(707) 762-9785**  
**Email: [rentpumc@gmail.com](mailto:rentpumc@gmail.com)**

The PUMC Rules and Regulations are made part of the AGREEMENT for use of the Petaluma United Methodist Church (Premises) between Petaluma United Methodist Church (PUMC) and the undersigned (Client).

**PREMISES POLICIES**

- Rental of the Premises to a person under twenty-one (21) is strictly prohibited.
- Client and guests agree to implement and adhere to any and all City, County, State or Federal health regulations and restrictions.
- PUMC limits the number of people to 120 dining/257 assembly in the social hall and 353 in the sanctuary. The fireside room has space for 25 people seated, and the nursery has room for 20 children. The number of people in or around Premises shall not exceed the posted capacity.
- Per the City of Petaluma Noise Ordinance, music must be shut off no later than 10:00 pm.
- Clients shall respect the neighborhood. If children are in attendance, they must be supervised at all times and must remain inside the building, unless accompanied by an adult outside. Failure to respect the neighborhood may result in the immediate cancellation and closing of the event by the City of Petaluma Police Department.
- PUMC does not provide security. If security is desired, Client may hire security guard(s) from a private security company that is licensed and bonded by the State of California. See Security Policy below for more information.
- Any damage that occurs during the rental to the Premises, building equipment or to the landscaping will be charged to the Client. This includes any damage caused by any volunteers, vendors or guests.
- At the end of the event, the condition of the Premises must be left as it was found. Clients must sweep up all debris (including decoration materials, paper products, cups, napkins, etc.) from all floors and exterior entry and place in the appropriate waste containers (Trash, Recycling or Compost). Remove all unconsumed food, beverages and garbage from the building and deposit in the appropriate containers on the patio. Wipe up spills from all floors, cabinets, walls, refrigerator, stovetop, oven and kitchen countertops. If there is excess garbage additional fees may be charged.
- Securely lock front and back doors.
- Table and chair set up is not included in the Space Use Fee. The Client may move tables and chairs in the social hall but must lift, not drag them, and must return them to the original stored location at the end of the event. Failure to do so may result in forfeiture of all or part of the Security Deposit, and/or additional charges in excess of the deposit.
- When moving furniture or equipment on or off the stage, use care to prevent damage to stage walls, floor and curtains.
- Pianos may not be moved. Organ in sanctuary may not be used without prior written authorization.
- ALL kitchen items used must be washed, thoroughly dried and put away.
- The following items are available but must be indicated separately on the building use request form: kitchen, stage, tables/chairs, sound system and projection screen.
- Screen will be pulled down as part of the set-up performed by PUMC representative; Client is NOT authorized to pull down or raise the screen. Failure to leave the microphone, or any damage to the microphone, sound system or projection screen will cause forfeiture of all or part of the Security Deposit, and/or additional charges in excess of the deposit.
- **Damage or issues involving the Premises must be immediately reported to the PUMC Representative.**

Client's Initials (\_\_\_\_\_)

## PUMC RESTRICTIONS FOR CLIENTS AND GUESTS OF CLIENTS

Any violations will cause forfeiture of all or part of the security deposit and/or additional charges in excess of deposit. Please initial next to each item to indicate that you have read, understand and agree to each of the following:

- \_\_\_ NO drugs, smoking or vaping of any substance inside or within twenty (20) feet of Premises.
- \_\_\_ NO use of explosives, weapons, guns of any kind, pyrotechnics, fireworks, fog or bubble machines.
- \_\_\_ NO use of propane. No use of charcoal barbecues. No use of Sterno unless supervised by a caterer.
- \_\_\_ **NO frying or sauteing on the stove.**
- \_\_\_ NO throwing of confetti, rice, glitter, silly string, or use of paint or any other similar substances in or outside the Premises.
- \_\_\_ NO blocking exits or emergency rights of way.
- \_\_\_ The emergency exit in the social hall may not be left open or used as an entrance/exit into the hall. It is for emergency use only.
- \_\_\_ Parking is only allowed along 5<sup>th</sup> Street or in designated legal parking spaces. Parking on D Street near the church is not currently allowed.
- \_\_\_ NO hanging or attaching anything to the walls, ceilings, ceiling beams, fans, windows, window coverings, woodwork, light fixtures or doorways.
- \_\_\_ NO use of nails, tacks, staples or tape on **ANY** surfaces.
- \_\_\_ NO use of decorations that are NOT free-standing on the floor or a table.
- \_\_\_ NO use of potted plants or loose dirt on floor or stage.
- \_\_\_ NO containers of ice or water may be placed directly on the floor.
- \_\_\_ NO use of fireplace, open flames or lit candles in or around the Premises at any time. However, battery operated candles are allowed in and /or around the Premises.
- \_\_\_ NO standing on tables or chairs.
- \_\_\_ NO gum anywhere on the premises.
- \_\_\_ NO unsupervised children playing or loitering on the stage or entry areas.
- \_\_\_ If Nursery is used there must be a qualified childcare provider present at all times.
- \_\_\_ NO animals on the premises, with the exception of service dogs.
- \_\_\_ NO helium balloons. Air-filled balloons only.
- \_\_\_ NO moving any pianos, organ, pews or projection screens.
- \_\_\_ **ALL** equipment, decorations, supplies, rented items (chairs, tables, linens, silverware, glassware, and other items) must be removed from the Premises **at the end of the space use period**.
- \_\_\_ Client must review training materials available on the use of the dishwasher/sanitizer, sound system(s), and stove prior to use.

### KITCHEN AND CATERER POLICIES

- PUMC must have on file sixty (60) days prior to the rental, the name, phone number and license number of the caterer. The Caterer shall provide PUMC with a copy of its Proof of Liability Insurance as stated in the Building Use Application and Agreement, at least thirty (30) days prior to the event.
- Caterers are not allowed on the Premises prior to the building use without the permission of PUMC.
- Caterer and Client are responsible for leaving the kitchen in clean condition. If extra cleaning is required, all or part of the security deposit will be forfeited.
- All items brought onto Premises by the Client or Caterer must be removed by the end of the space use period unless arrangements have been made with the PUMC Representative. The Client may be charged a fee if the PUMC Representative is required to be present for items to be picked up outside of the space use period.

- **It is strictly prohibited to use the stove to fry or sauté. If the stove or oven is in use, the fan must be on at all times. Client must review provided training materials on lighting of the stove should they elect to use it.**

Client's Initials (\_\_\_\_\_)

- No barbeque, grilling or use of propane.
- Use of the PUMC dishes, flatware, water pitchers and coffee urns are available to the Client. If these items are used, Client is responsible for rinsing, washing, drying and returning items to where they were found.
- ~~Use of the commercial dishwasher is made available to the Client should they elect it. Client must review training materials provided on dishwasher use in advance of the event. (unit is currently not working)~~

### **SECURITY POLICIES**

The following rules and regulation must be complied with by the Client:

1. Music is stopped at 10:00pm per the City Ordinance;
2. All persons have vacated the Premises by 12:00am on Friday - Saturday and 10:00pm on Sunday - Thursday.

Private security can assist with providing a safe environment for all individuals attending an event. Private Security (optional) arrangements and costs are the responsibility of Client.

If a Private Security Company is retained by the Client for the event, the company must be bonded and a copy of the contract with the Private Security Company must be provided to PUMC at least thirty (30) days prior to the event. The Security personnel that will be on the Premises must also be bonded and in possession of their guard card at all times during the event.

PUMC reserves the right to monitor the premises electronically for the safety of Clients and guests and for security purposes.

Failure to comply with these Building Rules and Regulations will result in partial to complete forfeit of your security deposit.

I have read, understand and agree to abide by the Building Rules and Regulations outlined here and made part of the Rental Agreement.

Client Signature \_\_\_\_\_ Date \_\_\_\_\_