

RENTING RULES AND POLICIES

Security/Damage Deposit: A refundable security/damage deposit (\$300), separate from the facility rental fee, is due at the time of booking to reserve the date of your wedding. The balance of your rental fee is due 30 days prior to the event. A \$50 booking fee will be charged if your event is cancelled. Lessee is responsible to pay for any damage that exceeds the \$300 damage deposit.

Sanctuary/Facility Restrictions: Food and beverages are not allowed in the sanctuary. Snacks and non-alcoholic beverages are allowed in Bridge Hall and the Come-Unity Room. Unapproved use of the kitchen is prohibited.

Decorations: All decorations, their placement, and attachment (candles, flower arrangements, poster boards, etc.), must be approved prior to the event by the Facility Coordinator. Nails, tacks, staples, pins, tape (except blue-low tack), and glue may not to be used on any surface inside or outside of the facility. All decorations and signage must be removed immediately after the event.

Reception: Set-up and take-down of tables and chairs in Bridge Hall is the responsibility of the Lessee under the supervision of the Facility Coordinator or Representative. At the end of the event, all tables, chairs, and other furnishings moved by the Lessee are to be returned by the Lessee to the storage area or places of origin. Lessee must organize own work parties for set-up and clean-up.

Rice, Birdseed, Flower Petals, Glitter, and Confetti: No glitter, confetti, or other similar material is allowed anywhere, with the exception of a wedding ceremony (please see our Wedding Rules and Policies on the Wedding rental page).

Non-Smoking Facility: Smoking is not allowed anywhere on NCC grounds.

Alcohol: If you have a reception in Bridge Hall, you may serve beer and wine (but not hard liquor) with written approval of NCC and acquisition of the appropriate license from the Department of Alcohol Beverage Control. Other than approved receptions, Alcohol is prohibited on church property. Violating this policy will result in forfeiture of Security/Damage Deposit. Information and ABC forms to submit for a permit are available here (<http://www.abc.ca.gov/forms/PDFSp.html>). ABC permits require 15 days for processing.

Personal Belongings: NCC is not responsible for damage to or loss of personal items stored on church premises during the facility rental.

Refund Of Security/Damage Deposit: The Lessee or the assigned Lessee Representative may be asked to walk through the facility with the Facility Coordinator or Representative at the end of the event to determine eligibility for deposit refund.

Religious Use Policy: Any non-UCC religious services on church premises must be approved by the Pastor.

Hold Harmless Policy: User shall indemnify, defend, and hold Owner harmless from and against any and all loss, cost, liability or damage (including reasonable attorneys' fees and court costs) arising by reason of the willful misconduct or negligence of User, its officers, agents, employees, or contractors, in connection with the facility, except to the extent arising out of the willful misconduct or negligence of Owner, its officers, agents, employees, or contractors.

Signed _____
Lessee or Lessee Representative

Date _____

Signed _____
NCC Representative

Date _____