

# First Congregational United Church of Christ

## Building Use Rules

### Appropriate Use of Furniture

- Tables are not for sitting on. If any of user's staff, contractors or guests are observed sitting on a table, \$250 from the security deposit will be forfeited for each infraction.
- Chairs and tables are not for standing on. If any of user's staff, contractors or guests are observed standing on chair, table, bench, or pew, \$250 from the security deposit will be forfeited for each infraction.

### Catering and Equipment Suppliers

- A list of preferred caterers is available from the Building Manager.
- Other caterers are allowed provided they are pre-approved by the Building Manager.
- First Church must be informed of all delivery, setup and load-out schedules.
- Before set-up begins, the catering banquet captain is required to check in with the First Church on-site representative.
- All equipment and decorations must be removed immediately following the event unless otherwise agreed to in advance.
- For their safety, the catering kitchen is off-limits to all guests.
- The caterers are responsible for the removal of all debris in the catering areas and must remove all trash and recyclables when they leave. The use of the building dumpster is not permitted.
- The caterers are responsible for sweeping stone or wood floors at the end of the event. Spills must be wiped up.
- No liquid or solid refuse of any kind is to be disposed of in the bathrooms or water fountains.
- Alcohol may only be served in accordance with the terms of the First Church Alcohol Policy, which is available from the Building Manager.
- Catering kitchen, kitchenette, and bar area floors must be mopped before caterer departs.
- No additional stoves or heating elements may be brought into the building without prior written approval of First Church.
- Securing the necessary parking is the responsibility of the user and contractors.
- All floors and walls must be protected during load-in and load-out.
- No tape or tacks may be adhered to any floor or wall surfaces.

### Rental Equipment

- Determine which areas will be used for equipment storage in consultation with First Church prior to event.
- Cover floors to be used for storage with tarps or plastic.
- Under no circumstances may corridors or hallways be used as storage areas.
- Do not lean anything against the walls.
- At the discretion of the Building Manager, arrangements may be made for equipment rentals to be delivered on the weekday prior to the event and picked up on the weekday following the event. In such instances, First Church assumes no liability for any rental

equipment on its premises for the duration. The signature of a First Church employee or representative is merely an acknowledgement that equipment was delivered or picked up; it is not an assumption of liability for any equipment.

### **Deliveries**

- All deliveries (particularly those requiring use of the building's loading dock) must be scheduled in advance.
- Drivers may be subject to ID check at 733 10<sup>th</sup> Street NW main desk.
- Do not idle trucks at the loading dock.
- Once a truck is unloaded, it should be removed from the property.

### **General Load-In and Load-Out**

- The loading dock, room(s) used, the Narthex, and the second-floor landing and corridor must be clean of all debris prior to the last vendor departing.
- Floor protection is the responsibility of the user. User is required to perform a walk-thru of the facility before and after event set-up and breakdown with the First Church on-site representative.
- All vendors must be completely off property, including the loading dock, by the contracted end time. Surcharge hours may be incurred if items are not removed.

### **All Contractor and Vendors, Sound, Lighting and Stage**

- All floor plans, decorations, sound, stage, lighting and other arrangements must be approved in advance by First Church.
- All contractors or service providers must be approved by First Church and have a copy of their current insurance certificate on file with First Church.
- No decorations, structure or equipment may be affixed to any portion of the building without the prior consent of First Church.
- No items may be hung from the ceiling.
- Neither furniture nor pipe and drape can block exits.
- Any additional staging must be approved by First Church.
- Trucks may use loading dock with prior approval. Trucks must be unloaded as quickly as possible and then moved offsite.
- First Church reserves the right to require a security deposit from the organization sponsoring the event or from any other contractor hired by the sponsoring organization to ensure compliance with above guidelines.
- Outside security companies are not permitted in the building. If additional security is required, a request must be submitted to First Church. Under certain circumstances, First Church will require user to secure additional security officers at the user's expense.

### **Decorations**

- Moving or removal of the walnut chancel furniture must be approved by church staff.
- No tape, tacks, nails, pins, screws, or other objects shall be driven into or attached to the walls, floors, furnishings, etc.
- Flower petals, rice, birdseed, confetti, or other similar items are not to be thrown on the floor or used anywhere inside or outside the building. Bubbles may be used outside only.
- Candle lighting ceremonies are not allowed.

- Arrangements for floral decorations should be made through the florist of your choice, who will supply the flowers and the containers. Because of the scale of our sanctuary and its modernity, we recommend that your florist visit the church so that they may make appropriate recommendations to you for your consideration.
- Care must be taken at all times to see that the floors, walls and furnishings are not disfigured in the placing of flowers or other decorations. Protection must be placed under all pots, vases or plants so that no dampness seeps through. Your floral arrangements are likely to be stored in a florist's cooler and with the humidity control we maintain for the wellbeing of our pipe organ, flower vases may develop condensation even in the winter. Therefore, a protective saucer must be placed under vases until the water within comes to room temperature.
- If you would like to leave a flower arrangement for the Sunday worship service, please check with the church office.
- Events held during the Advent, Christmas, Lenten, and Easter seasons may be required to use the church's decorations that are already in place.
- All decorations must be removed immediately after the ceremony.
- First Congregational United Church of Christ is NOT responsible for lost or stolen property.

### **Entertainment**

- Parking is the responsibility of the musician. Public parking garages are available in the area.
- Speakers should be properly secured.
- Cases may be stored in any contracted area that does not block an exit.

### **Smoking**

Smoking is not permitted anywhere within First Congregational United Church of Christ's building or within twenty-five (25) feet of the front doors. Any smoking within the building by the user's guests or vendors may result in the forfeiture of the user's security deposit and the offending party is subject to civil fine.

### **Disabled Access**

Access for individuals with disabilities is available via the main entrance of the building.

### **Illegal Drugs**

Persons attending the event (including but not limited to, the user, guests and service providers) are prohibited from possessing or being under the influence of any illegal narcotic drug, hallucinogen, marijuana, barbiturate or amphetamine.

### **Gambling**

Gambling is not permitted on the premises.

### **Electricity**

- All meeting rooms are wired with 20 AMP circuits. Direct tie into electrical panels is not allowed.
- First Congregational United Church of Christ designated representatives and building engineer on duty have authority over all contractors.

- All cables placed on the floor must be covered with gaffer's tape or with cable ramps as they are installed. Failure by vendors to follow this requirement will result in forfeiture of the user's security deposit.
- All sound, light and power service must be installed in compliance with existing District of Columbia code.
- Visitor safety and access to halls and exits must be maintained during set-up and breakdown periods.
- If, in the sole discretion of First Congregational United Church of Christ's engineer or electrician, it is determined that the power needs of the event cannot be met internally, it is the responsibility of the user to coordinate with First Congregational United Church of Christ's engineer and electrician and receive approval for the use of alternative power sources. All financial responsibility for alternative power sources is that of the user.

### **Parking**

The church does not provide free parking. See the Special Event Parking Policy available from the Building Manager.