

# PORTLAND NEW CHURCH: Building Use Agreement

<u><b>Date:</b></u>	<u><b>Contact Info:</b></u>
<u><b>Event or Class:</b></u>	<u><b>Fee:</b></u>
<u><b>Date(s) of Event:</b></u>	
<u><b>Time of Event:</b></u>	<b>(Sanctuary Capacity: 75 persons)</b>

- I. The primary use of 302 Stevens Avenue is as a spiritual home and sacred space of the Portland New Church. Signers of this document recognize this and agree to respect the property.
- II. There is no smoking permitted on the premises, including front and back decks.
- III. The altar, furniture, books, chairs, tables, candles, displays and decorations etc. may be moved (carefully). However all said items are to be returned to their place of origin before renting party leave the building. Please do not move the piano.
- IV. The rental of the Sanctuary includes use of the Kitchenette and first floor bathroom. Chairs, coffee machines, recycling receptacles, and brooms are also included. The downstairs is "off limits" to renters.
- V. Please honor the exit procedures after your event. [next page]
- VI. Security Deposit of \$50 is due at the time the agreement is signed. Return of the uncashed security deposit check is ultimately subject to the discretion of the Church Building Use Steward upon inspection of the property for wear and tear and cleanliness. Make all checks payable to The Portland New Church.
- VII. The Building Use Fee of \_\_\_\_\_ is due one week prior to rental date.

Acknowledged and agreed on \_\_\_\_\_(date), by \_\_\_\_\_(Responsible Party) and  
 \_\_\_\_\_ (Representative of the PNC)

-----Office use only below line-----

Deposit received: \_\_\_\_\_(initials)    Deposit Returned \_\_\_\_\_(initials)

Payments Received \_\_\_\_\_

Return one copy of this page, and keep a copy for yourself.

# INFORMATION FOR RENTERS

## **ENTERING BUILDING:**

*Most days, Monday-Friday; the Children's Co-op is open in the basement. The front door is often unlocked during these hours.*

*If the front door is locked, punch in this combination: [not available on the web]*

## **ENTERING SANCTUARY:**

*Once in the foyer, you will need a key to enter the sanctuary. This is provided with the rental agreement.*

*If you get locked out or have questions:*

*Call Wilma Wake; cell is 329-9739 or home 985-8776*

## **GETTING THE SPACE READY:**

*Thermostat is up front, to your left [on the stage area]. The number on the left is the current temperature; the one on the right is what you want it to be. You can push the arrows up or down.*

*It usually takes 20 to 30 minutes to heat up, so you may want to arrive early in cold weather. We do our best to have it turn on automatically about 20 mins. Before your rental time. Check with us on our automatic schedule.*

*It will go down after a couple of hours, so if your group is longer than that, check it every couple of hours and turn it back up manually.*

*Before you leave, check it again, and turn it down to 55 degrees.*

*In summer, there is at least one fan available that you can use.*

*The door to the right of the stage goes onto a deck. You can open it in warm weather.*

*Lights: there is a switch box to your right as you enter the sanctuary. It will turn on the lights in the ceiling, and lights located up high to the right and left of the door.*

*None of them are very bright. There is also a light switch on the stage area, to your right as you face it.*

*Tables: There are about 6 long tables located, as you enter, to your far left behind a curtain. You can set them up as needed.*

*Chairs: About 75 folding chairs are available to your right as you enter*

*Plugs: The kitchen and bathroom have 3-prong plugs. There is also a 3-prong plug along the wall between kitchen and sanctuary. There are older-style 2-prong plugs on the stage, up high, to the right and to the left.*

***EMERGENCIES:***

***Fire, ambulance or police:***

***Call 911.***

***You are at 302 Stevens Ave. Portland, ME.***

***There are extinguishers located: in the front, by the state. In the back, to your left as you enter. In the kitchen.***

***Emergency Exit:***

***There is an exit on the wall to the right of the state. It has an emergency bar that always allows you to exit from inside. It does lock automatically behind you; be carefully not to lock yourself out if you use the deck.***

***You can exit to the main foyer by the main door, and also by the door in the kitchenette.***

***LEAVING THE BUILDING***

***Turn off lights on stage and in the switch box to your left as you exit the sanctuary.***

***Leave on lights in the foyer and on the front porch.***

***Turn heat down to 55.***

***Close windows.***

***Turn off fans.***

***Take out garbage. [If you have City of Portland trash bags, you can leave them in the garbage cans to the right side of the building as you exit.]***