



Congregational Church of Belmont

United Church of Christ

751 Alameda de las Pulgas, Belmont CA 94002 · 650-593-4547
Office@CCBelmont.org · www.CCBelmont.org
The Rev. Sally Train, Interim Pastor

Conditions of Building Use

Please read this document carefully in order to make sure you fully understand the conditions and expectations for your rental.

1. **Cleanliness:** The building and premises shall be left as clean as they were when you arrived. See attached checklist for cleaning details.
2. **Alcoholic Beverages:**
 - a. No person under 21 years of age may serve or be served alcoholic beverages.
 - b. Alcoholic beverages shall not be sold at or during the event.
 - c. Only beer, wine, and champagne may be served. Distilled spirits are prohibited.
 - d. A non-alcoholic beverage shall always be available.
3. **Noise:** Please be respectful of our neighbors and keep music and other amplified sound at a reasonable volume throughout your event. Excessive noise (including music) must cease promptly at 10pm per City Ordinance and in consideration of our neighbors. This includes noise in the parking lot.
4. **Garbage and Recycling:**
 - a. Non-recyclable single-use items, including plates, cups, and utensils, are not allowed.
 - i. You may use recyclable or compostable single-use products if they are disposed of properly. CCB can provide these for an additional fee of \$30-50 (depending on the amount needed). You may also bring your own.
 - ii. Reusable dinnerware is also available at no additional charge, but you are responsible for cleaning and putting away these items.
 - b. Separate all disposable items into the 4 types of containers provided:
 - i. Blue container (no bag): All recyclables (clean paper, hard plastic, glass, and metals including foil)

Please continue on the next page →



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- ii. Green container (green biodegradable bag): Compostable items (leftover food, flower and plant cuttings, soiled food and beverage containers)
 - iii. Round container on kitchen counter: all plastic bags, including case wrappings
 - iv. Gray container: everything else which goes to the landfill
 - c. All indoor containers (except for the round plastic bag container) must be emptied into the appropriate dumpsters in the corner of the parking lot. We will recycle the plastic bags.
 - d. This includes the garbage containers from any bathrooms used by you or your guests.
 - e. Not only is this the right thing to do, but if you don't, we will pay someone to do it afterwards and deduct from your security deposit a minimum of \$75.
5. **Smoking:** Smoking is not permitted anywhere inside the building or in the outdoor areas outside the dining room and sanctuary. Smoking is only permitted outside of the cyclone fence in the parking lot at the rear of the building. Butt-receptables are provided outside of the fence.
 6. **Elevator:** Please adhere to weight and usage restrictions as posted (750 lbs. max).
 7. **Decorations:** No nails, screws, tacks, pins, scotch/duct/electrical tape, or glue may be used. Only blue painter's tape may be used to affix decorations to walls or other surfaces.
 8. **Time of Rental:** All rentals must be concluded by 10:30pm with the church premises locked and vacated. Please do not linger in the parking lot. This is in consideration of both our upstairs residential unit and the city noise ordinance mentioned above.
 9. **Building Access:** Client or client's agents may not enter the premises for any reason before the date and time of the event unless prior arrangement is made with the rental coordinator at least 48 hours in advance.
 - a. Additional charges may be incurred for any unauthorized building access beyond the scope of the rental agreement.
 - b. The rental coordinator reserves the right to decline any request for early access.
 - c. If the client fails to adhere to these conditions, the reservation may be subject to cancellation.

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10. **Setup and Cleanup:** The time period booked for the event **MUST** include setup and cleanup time. CCB is not responsible for any setup or cleanup unless special arrangements are made in writing at least one month prior to the event.
11. **Remain in Designated Spaces:** Use only the rooms and spaces you have reserved. Rooms or spaces beyond the scope of the rental agreement (e.g. the playground) are not to be used unless agreed to in writing beforehand. If you did not reserve a room or area, please don't use it or your rental will be subject to additional charges.
12. **Be Mindful of the Building:** This is an old building. Please be respectful of plumbing and be mindful of overloading electrical circuits.
13. **Outdoor Heaters:** The outdoor heaters may not be used without arrangement in advance of your rental. Subject to availability and additional cost. Please speak with the rental coordinator for further details.

If client fails to adhere to the conditions of building use and terms of the contract, CCB reserves the right to retain a partial or full amount of the security deposit. In the event of major damage to the building or premises at the fault of the client or their guests, CCB reserves the right to pursue further financial compensation.

I have read, understand, and acknowledge the Conditions of Building Use. I will adhere to the terms and conditions indicated above.

Print Name

Signature

Date

Revised December 2022