



# Building Use Agreement

Deering Community Church, UCC  
763 Deering Center Road, Deering, NH 03244  
603-464-5643

Name of Renter \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_

Fax \_\_\_\_\_

Purpose of Use \_\_\_\_\_

Number of Participants \_\_\_\_\_ Date \_\_\_\_\_ Time: from \_\_\_\_\_ to \_\_\_\_\_

Contact Person for Rental \_\_\_\_\_ Telephone \_\_\_\_\_

Church Contact Person: Tim Ferwerda Telephone 603-547-7081 [pasca@gsinet.net](mailto:pasca@gsinet.net)  
Church Office Manager: Caroline Cahall Telephone 603-464-5643 [deeringchurch@mcttelecom.com](mailto:deeringchurch@mcttelecom.com)

Notes \_\_\_\_\_

### Check all that apply

Room Available	Capacity (Fire Code Maximum)	Fee
<input type="checkbox"/> Sanctuary	225	\$300.00 up to 4 hours
<input type="checkbox"/> Sanctuary with Sherwood Hall and Kitchen		\$350.00 up to 4 hours
<input type="checkbox"/> Sherwood Hall with Kitchen	200	\$200
<input type="checkbox"/> Pavilion Picnic area with Sherwood Hall and Kitchen		\$250.00 up to 4 hours
<input type="checkbox"/> Anything over 4 hours will be charged at		\$25.00 per hour
<input type="checkbox"/> Deering Non-Profit, for any use of the facility, and with approval of Council		\$100.00

### NOTE:

- Special rates are available for recurring meetings or classes to be decided upon request.

- There will be no fee required of church members for private, non-commercial use. The cost to church members for commercial use will be reduced by 1/2.
- The applicable rental fee is due with the return of this form.
- You may pick up the key by arrangement with the office staff.
- When you leave the building please lock the front door and place key in the lock box.
- Rest rooms are located outside the kitchen and in the basement

**Information and Conditions:**

- Renter is responsible for any damages incurred to the property, and will be billed accordingly.
- Renter is responsible for own set up and cleanup.
- Renter is responsible for turning out the lights, closing windows
- Control the heat by pressing the up or down buttons on the thermometer. It will automatically return to programmed settings. No need to do anything else.
- No food or drink is allowed in the sanctuary.
- No smoking is allowed anywhere in the building.
- Alcoholic beverages are limited to beer and wine only, served only in Sherwood Hall.
- The use of rice, birdseed, confetti, glitter, etc. outside the building is not allowed.
- A telephone in the church office is available for emergency use only.

Signature of Individual Responsible \_\_\_\_\_ Date \_\_\_\_\_

Signature of Church Representative \_\_\_\_\_ Date \_\_\_\_\_

Total Rental Fee is Due with Return of Form \_\_\_\_\_

NOTES

-----OFFICE USE ONLY-----

Form Sent (Initials / Date) \_\_\_\_\_ Form Received (Initials / Date) \_\_\_\_\_

Payment (Check No., Date) \_\_\_\_\_

Notes \_\_\_\_\_