

Union Church Halls – Guidelines for Tenants

Various halls on the Union Church campus are available for long or short term rental. These Christian church facilities are an expression of Christ to the community and therefore their usage must be consistent with the mission of Union Church. Activities related to music, arts, education or with a focus on children or family are in keeping with our mission of serving the needs of the community. Organizations that are non-profit and charitable are the preferred tenants. Other organizations will only be considered if their usage is in strong alignment with our mission and only after review by the Board of Trustees. Internal programs and activities of Union Church shall always have priority over outside groups.

It is the expectation of the church that our facilities be treated with respect and consideration at all times and we expect users to regard the various halls being used in the same way in which the tenant would treat his own property.

To ensure the return of the security deposit, please ensure that the following guidelines are followed.

Thank you for respecting and caring for our facilities. Should you have any problems or see any damage, please contact the church office. We will do our best to remedy problems as soon as possible.

Union Church of Cupertino
Official Board
August 13, 2013

Rules for Tenants

1. Facility

- a. The permitted rental time for which you have agreed to, must be strictly observed.
- b. If extra rental time is needed, you must notify the office as soon as possible to check for extra time in that facility or another facility. No guarantees.
- c. Extra charges will apply if you go past your permitted rental time.
- d. The facilities are rented out to other tenants who may rent before or after your permitted time frame, please respect all other tenants' rental time.

2. Security:

- a. A limited number of door keys will be provided on payment of a \$25 deposit per key.
- b. No keys shall be copied or lent to any unauthorized person. If extra keys are needed, they shall be provided at the discretion of the Trustees.
- c. Before exiting the building at the end of the rental period all heating or cooling systems (AC) shall be turned off, all equipment, lights and appliances shall be turned off and all blinds closed.
- d. No doors shall be blocked with furniture or chairs.
- e. To ensure security, we request that all outside doors be checked to ensure that they are properly locked.

3. Car Safety & Parking:

- a. Parents who wish to drop off their children for activities shall park their cars in the main campus parking area. Children shall be escorted into the building by an adult.
- b. Speed limits on church grounds are 10 mph and must be observed at all times, especially because other children are using the campus.

4. Restrooms:

- a. Restroom areas shall be kept as clean as possible.
- b. All litter shall be picked up off the floor.
- c. All paper towels and other non-flushable items such as napkins and wipes shall not be flushed down the toilet. The only items allowed in the toilets are human waste and toilet paper and nothing else.
- d. All shortages of rest room supplies shall be reported to the church office.
- e. Tenants are responsible for dealing with any bathroom 'accidents'.
- f. All damage to the restrooms including damage to fixtures and walls (such as graffiti) shall be reported to the office.

5. Floors:

- a. Black soled shoes that mark the floor are not allowed. The tenant shall remove any such shoe marks.
- b. All liquid spills must be cleaned up.
- c. No adhesive tape or any similar product may be stuck to the floors.

6. Walls:

- a. Nothing shall be pinned, taped or otherwise attached to the walls.
- b. Keep the walls clean by not allowing shoe or foot marks.

7. Housekeeping:

- a. All waste must be placed in the bins provided.
- b. No food may be left overnight in the rooms.
- c. No food waste shall be left in waste bins in the building.
- d. All boxes and cartons shall be flattened and placed in the outside dumpster.
- e. Any open food items left in the refrigerator shall be discarded at the end of the tenancy period.
- f. No food shall be dumped in the sinks.
- g. Contact the office if extra janitorial service is needed.

8. Furniture:

- a. Each room is set up with a specified number of chairs and tables. Chairs should not be moved from room to room. If more chairs are needed consult the office.
- b. On no account shall furniture be moved between church buildings unless specific permission has been given.
- c. After use the furniture in each room shall be replaced in its original position.
- d. Chairs and other items must not be stacked against to walls or doors. Chair racks are provided if needed.
- e. Furniture must not be dragged or scraped along the floors. It must be lifted or placed on a suitable wheeled cart.

9. Supervision:

- a. All young people using the building must be supervised at all times. No children are to be left alone in any of the class rooms.

10. Electrical Equipment:

- a. The only electrical equipment allowed is that which is to be used for class or tenant activities. For safety reasons, no portable heaters or equipment such as coffee pots or small appliances etc. may be used.
- b. Upon leaving the building at the end of the class session, all equipment, including computers must be shut down.

11. Garbage Disposal:

- a. The janitors will empty waste paper baskets and other small amounts of garbage on a routine basis. Please use the containers provided.
- b. Any large amounts of waste shall be placed in the main dumpster or taken away by the tenant. All cartons should be flattened beforehand.
- c. The dumpster may not be used for any items that do not originate from the church property.
- d. If you have been provided with a key to access the dumpster, there will be a \$5 deposit. Please do not make copies of this key.

12. Kitchen:

- a. Calvert Hall and Ivan Hall have kitchens attached to the building. The only kitchen available for tenant use is in Calvert Hall. The Ivan Hall kitchen is for church use only.
- b. The Calvert Hall kitchen and refrigerators are available for use at an extra charge depending on the tenancy agreement.
- c. All left over food shall be disposed of at the end of the day.

12. Personal Property:

- a. The church is not responsible for any property belonging to tenants and there is no 'Lost & Found'.
- b. Other property that belongs to tenants and that is needed for continuing rental sessions should be labeled appropriately and/or secured because other tenants may use the hall from time to time.
- c. No property belonging to the church or other tenants shall be moved to other buildings or taken away.

For any questions regarding these rules, please contact the church office, Trustee or Pastor (in that order).

Statement:

- I have read and understood these rules and will comply with them.
- I will inform any other adult associated with my organization (and who will use the Hall) of these rules and take responsibility for their compliance.
- I will, to the best of my ability, ensure that all minors who use the building comply with these rules.
- I agree to reimburse Union Church of Cupertino should any damage (apart from normal wear and tear) caused by my organization occur.
- This agreement is subject to amendment at any time.

Signed: _____

Date: _____

Print Name: _____

Phone #: _____

Phone #: _____

Email: _____

Organization: _____

Dear Union Church Tenant:

For some time now we have had continuing problems with doors being left open or unlocked after vacating the various Halls around the Union Church property. We have notified some tenants from time to time but unfortunately the problem continues. We would ask you to please ensure the doors are locked at the end of your rental period and also ensure that the lights and AC/Heating are turned off. Our security rounds people routinely report these kinds of problems and from time to time have discovered intruders who have entered the rooms. We appreciate you as a tenant of our property which we are trying to keep safe and secure for everyone.

Unfortunately, we now find ourselves in a position where we have to apply a \$10 tenant fee for each occurrence that is reported. To avoid this, we ask that you check and double check the rooms before departure.

Many thanks for your cooperation and if you have any questions, please contact Union Church office at 408 252-4478.

Signed: _____

Date: _____

Print Name: _____

(The \$10.00 fee for each occurrence will be deducted from your deposit)