



## FIRST CONGREGATIONAL CHURCH *of* OAKLAND

### General Rental Information

*This sheet is a summary for informational purposes only.  
Full policy details are available in our Rental Policies Document..*

Thank you for your interest in hosting your event here at the First Congregational Church of Oakland (FCCO). We are here to assist you every way possible to make your event here a success! This information answers most of the frequently asked questions about renting space here at FCCO.

***Confirmation and reservation of your event will occur once your refundable deposit, rental fees as outlined in your contract agreement, signed and dated Contract Agreement, and the signed Rental Policies forms have been received by the Bookings Coordinator.***

First Congregational Church of Oakland reserves the right to deny use of its facilities to any individual or community group if such use is deemed contrary to the Church's mission, purposes, and commitments.

**Accessibility:** FCCO is wheelchair accessible through two entrances at the rear of the facility in the parking area. There is a ramp which gives access to the side Sanctuary door and another entrance leading to most of our other rooms. The upstairs tenant offices are not accessible. There is one gender neutral ADA compliant restroom.

**Rental Deposit:** A refundable deposit (in addition to all other rentals costs) is required to secure your space and date. The amount will range from \$50 - \$600 depending on the type of event. The deposit is automatically doubled if ALCOHOL will be served. The minimum deposit if you need sound in either the Sanctuary or Reidenbach Hall is \$500.

**Payment:** At least 50% of all fees plus the refundable deposit are due in order to secure a reservation. All fees must be paid in full at least 30 days in advance of your event. Payment may be made by check, cashier's check or money order. CASH is not accepted.

**Cancellation Policies:** Non-payment shall result in cancellation of reservation by FCCO. Cancellations less than 30 days in advance will result in the loss of any and all fees paid to date.

**Insurance:** Any group using church facilities must be able to show that bodily injury and public liability insurance is in force in an amount not less than one million dollars (\$1,000,000) per occurrence. First Congregational Church of Oakland, United Church of Christ, is to be named as an additional insured in all policies related to this coverage. Often an individual's homeowner's/renter's insurance policy will cover the event. Please check with your agent. Otherwise, event insurance can be obtained at [www.theeventhelper.com](http://www.theeventhelper.com).

**Rental Hours:** Rentals are available starting at 7:00am. All events shall end no later than 10:00pm. Renter and guests shall exit no later than 11:00 pm.

**Event Staff:** At least one church staff member will be on site during all event rentals. One staff member is required for every 100 attendees (or fraction thereof). The charge for event staff is \$35/hour per staff member assigned to your event. Event staff time will include time needed to clean up after your event and all members of the rental party have left.

**Parking:** Please note that FCCO cannot guarantee parking. We encourage carpooling and the use of public transportation. There are parking garages and lots within walking distance of the church. Go to [www.parkopedia.com](http://www.parkopedia.com) and enter the church address (2501 Harrison Street, Oakland, CA). Be sure to enter the date and time you need parking. Choose from any number of parking options.

**Set Up & Clean Up:** Renter is responsible to provide volunteers or their own paid workers for set up and clean up for their event. Set up includes setting up tables and chairs as needed and decorating. Clean up includes clearing the tables, wiping them down and putting them away, putting chairs away, removing decorations and disposing of all refuse according to our posted guidelines. Renter may pay an additional fee to have our staff provide these services. Clean up must be complete and the premises vacated by 11:00pm.

**Refuse Disposal:** Trash, recyclable materials, and compost must be separated into proper containers that are provided. Recycles should be empty and rinsed out before discarding. Failure to do so will result in additional charges.

**Kitchen policy:** FULL USE of the kitchen includes access to the work surfaces (for organizing food or as a staging area for your caterer), stove/oven, and refrigerator use. MINIMAL USE of the kitchen includes access to the work surfaces only. There is no dishwasher. Renter must bring all supplies needed for food preparation and serving. All food and beverages must be removed from the kitchen at the end of the rental period.

**Sound Equipment and Technician:** Only our in-house sound technician has authorization to use the FCCO sound system in the Sanctuary or Reidenbach Hall. \$50/hour will include consultation, set up and strike, and working the event. Minimum of 5 hours. Does not include any additional equipment that is rented by the tech to meet the needs of the event. Any evidence that the renter, event volunteer, vendor or attendee has used or tampered with the sound system will result in at least a \$250 deduction from the refundable deposit.

**AV Equipment:** FCCO has a portable PA system, a large 119 inch projection screen and a digital projector available for rent for events taking place on site.

**Alcohol:** Limited wine and champagne are the ONLY types of alcohol allowed. Charges for additional Security will be applied whenever alcohol is served. Evidence of beer or distilled liquor will result in closure of event and forfeiture of entire rental deposit.

**Security Guard:** Required for any event where wine or champagne is served. Security may be required for other events at the discretion of the Bookings Coordinator or church leadership. Charge is \$35/hour. 2 Security Guards required if your event has more than 150 guests.

**Children:** The Renter must provide adequate adult supervision of all children and youth in the building **AT ALL TIMES**. The Church may require proof of childcare coverage.

**Tables and Chairs:** FCCO has 6-foot and 8-foot long tables, banquet chairs, stackable chairs and folding chairs available as part of your rental. Our supply may not be sufficient for your needs.

**Decorations:** Decorations or signs may be used ONLY if fastened with REMOVABLE products such as *removable mounting squares, painter's tape or ribbon*. No masking, packing, or cellophane tape, tacks, pins, or nails may be used on the walls or any other surfaces of the facility. Candles are permitted in safe non-flammable containers. The use of rice, confetti and glitter are NOT PERMITTED on the premises. Renter will supply all decorations, tape, scissors, markers, paper, and table settings, including table cloths.

**Smoking:** Smoking or the use of any other chemical products (other than wine or champagne) is not allowed on church property, inside or out.

**Wi-Fi:** The church facilities have limited wi-fi. We have a mobile hotspot to help in areas where our wi-fi does not reach. Available with advance request.