

APPLICATION FOR ONE TIME USE OF CHURCH FACILITIES

NAME OF ORGANIZATION _____

CONTACT NAME & PHONE _____

ADDRESS _____

Event Information

TYPE OF EVENT: ___ LECTURE ___ WORKSHOP ___ COMMUNITY CLASSES ___ SMALL GROUP
___ REHERSAL ___ RELIGIOUS SERVICE ___ DINNER ___ RECEPTION ___ OTHER _____

BEGINNING DATE _____ DAY OF WEEK _____ EVENT TIME from _____ to _____

ATTENDANCE _____ OPEN TO PUBLIC? _____ ADMISSION PRICE NA

TICKETS AVAILABLE AT _____ PHONE _____

Facility Needs

ROOM (S) REQUESTED: ___ CLASSROOM ___ KITCHEN ___ FELLOWSHIP HALL ___ FIRESIDE
ROOM ___ SANCTUARY ___ NARTHEX (Display Set Up)

The church's sound and lighting equipment are available for use by our sound technician at a suggested donation of \$50.

___ Yes, we will use the church's sound and /or lighting equipment. ___ No, we will not use the church's sound and /or lighting equipment.

SET-UP TIME _____ TEAR DOWN _____

CATERING (including coffee) ON _____ BY _____ PHONE _____

SPECIAL DELIVERIES (decorations, sale items, screens, etc.)

ITEM _____ DELIVERED ON _____ BY _____ PHONE _____

ITEM _____ DELIVERED ON _____ BY _____ PHONE _____

All items delivered must be removed at the conclusion of the event.

Room set up is the responsibility of the building user. Items to be delivered and changes made to the room(s) used for the event must be discussed and noted at the time of application. You will be responsible for any damage done to church property as a result of your event. **Inquiring about the use of the church does not imply a reservation has been made. Until there is a signed agreement and the deposit is received and approved, the reservation for space is not considered confirmed.** The suggested donation agreed upon in this application are based on the number of hours listed above; should your event extend beyond such hours an additional donation may be requested.

FOR OFFICE USE ONLY: Please initial and date each step as completed.

___ X ___ Check calendar for availability _____ suggested donation reviewed with applicant _____ agreement sent

_____ Signed agreement received _____ Room Deposit Received ___ X ___ Added to calendar

_____ ST contacted/confirmed _____ Key Issued (# _____) _____ Key/Damage deposit received

_____ Facility assessed for damage _____ Key Returned _____ Key/Damage Deposit Returned

Suggested donation schedule

Meetings:

As an ongoing commitment to our ministries **12 Step groups** meeting one hour per week in the basement rooms donate \$10.00 per week, \$40.00 per month.

<u>Room</u>	<u>4 hours</u>	<u>Full Day</u>	<u>Capacity</u>
Fireside Room	\$45.00	\$ 75.00	75
Dining Room	\$45.00	\$100.00	106
Kitchen	\$75.00	\$150.00	
Basement Rooms (each)	\$25.00	\$ 40.00	
Sanctuary	\$100.00	\$175.00	243
Narthex (display set-up)	\$45.00	\$ 75.00	
*Custodial Service (payable to First Congregational UCC)	\$50.00	\$50.00	

& Receptions

<u>Room</u>	<u>Suggested Donation</u>
Fireside Room	\$150.00
Dining Room	\$150.00
Fireside Room, Dining Room, & Kitchen	\$350.00

Media/Sound Technician:

Media and sound equipment may **NOT** be used without the Media/Sound Technician present. ***If Media or sound equipment is needed an additional donation of \$50.00 may be requested.***

Weddings

<u>Rooms</u>	<u>(Non-Members) Suggested Donation</u>	<u>(Members) Suggested Donation</u>
Sanctuary	\$250.00	
Dining Hall	\$100.00	
Wedding Committee	\$ 50.00	
*Clergy Honorarium, Kim Cran	\$350.00 (if used)	
*Custodial Service (payable to First Congregational UCC)	\$ 50.00	\$ 50.00
*Church Musician, Derek Schaible	\$250.00 (if used)	\$250.00 (if used)
*Sound Technician, Stewart Watson, Dylan Miller, or Richard Werner	\$ 50.00	\$ 50.00

Funeral

<u>Rooms</u>	<u>Suggested Donation</u>	<u>Suggested Donation</u>
Building	\$100.00	
*Clergy Honorarium, Kim Cran	\$150.00	
*Custodial Service (payable to First Congregational UCC)	\$ 50.00	\$ 50.00
*Church Musician, Derek Schaible	\$125.00	\$125.00
*Sound Technician, Stewart Watson, Dylan Miller, or Richard Werner	\$ 50.00	\$ 50.00

** These donations need to be payable to individual indicated. These checks are due the night of the rehearsal.*

Keys & Deposits:

All groups using space from the church will provide a damage/key deposit of \$100. Please indicate if your group will need a key.

- **One time users: Upon receipt of room agreement:**
 - a separate check for the Damage/Key deposit of \$100.00 will be collected & returned when key is returned and the building has been assessed.
 - a suggested donation of \$20 is requested to reserve the room, and will be subtracted from total room donation.
 - a signature on the key form will be required if a key is issued.
- **Ongoing users:**
 - signature on agreement and on key list.
 - separate check for the Damage/Key deposit of \$100.00 will be collected & returned when key is returned and the building has been assessed.

POLICIES FOR USE OF CHURCH BUILDING

1. No weapons of any kind are permitted on any Church property.
2. Rooms you will be using and the times you will be using them must be reserved at the time of application. Only those rooms that have been reserved may be used and only participants in the event should be admitted.
3. Groups wishing to serve food as part of the event may do so in certain church rooms, provided that arrangements have been made at the time of application.
4. **Food and drink are not allowed in the sanctuary.** Applicant assumes responsibility for enforcing this rule. Applicant agrees to make this policy clear to all guests attending an event and to ask guests to dispose of food or drink, whether it is provided by Applicant or brought into the building from an outside source, before entering the sanctuary.
5. **Alcoholic beverages are not permitted in the church or on church grounds.**
6. **Smoking is not permitted inside any part of the church this includes the use of Personal Vaporizer Devices (E-cigarettes, ENDS):** smoking is allowed at the outside entrances in front of the church. Tobacco products must be disposed of in the receptacles provided.
7. Decorations and displays must not damage church property and are to be removed at the conclusion of the event. **Do not tape or nail anything to the walls.** City fire regulations are to be observed.
8. Groups using the church facilities are responsible for cleaning the rooms used at the end of their event. **Groups may use our custodial service for an extra donation of \$50.00. A cleaning fee of \$75.00 will be deducted from the Key/Damage deposit for rooms not properly cleaned.**
9. **Permission to move the Communion table in the sanctuary must be given in writing.** The communion table must be replaced if moved. Four people are needed to move it from and return it to the floor area at the center of the sanctuary
10. Only music-related objects are allowed on the piano or organ. The piano may not be moved without the permission of the church office. The organ may not be played without the permission of the church's church musician.
11. Cancellation of an event may be made by contacting the church **office at least 5 working days prior to the event sponsored by Applicant.**
12. When the Application is approved and accepted, the organization and contact person named on the Application agree to take full responsibility for the event or activities of the group, the conduct of the people in attendance, and any damage to the building, property, or equipment arising out of the organization's use of the building.
13. The organization and contact person agree to release and hold First Congregational United Church of Christ, its employees, officers, agents and volunteers harmless from any liability, claims, injury or other damage arising out of the organization's activities on the church premises.
14. **Each outside group is required to provide childcare for any minors that they allow in the building.** The church is not liable for injury to or building damage by any unaccompanied minors.
15. Upon request from the church, the organization and/or contact person agree to furnish the Church with a certificate of liability insurance in the amount of no less than \$1,000,000 per occurrence naming First Congregational United Church of Christ, employees, officers, volunteers and agents as additional insured.
16. **The Church, by approving use of its facilities, does not endorse or sponsor the event.**
17. Please show proper respect for this house of worship and the congregation who allow use of the facilities. All items in the rooms should be left alone and undisturbed. If an item is removed from the rooms, it is your responsibility to return it when your meeting is finished. There is a schematic of how the Dining room and Fireside room are to be set up posted at the light switches in each room.
18. If your group meets after church hours, a key may be loaned to you so you can enter the church and lock up afterwards. A separate check for a \$100 key deposit is required and will be returned voided upon return of the key.
19. Long-time meeting users must keep the church office informed on the latest person responsible for the group.
20. Check all rooms and areas to assure that everyone is out of the church before you lock up.
21. Make sure the lights are turned off in all rooms. The small outdoor lights in the foyer are the only lights that are to remain on.
22. Please close windows and lock the main door as you leave.

Use of Our Commercial Kitchen

The following applies to all who use our Commercial Kitchen:

1. Please do not prop open the back door.
 2. Clean Up (**improper cleaning of the kitchen will result in a custodial fee of \$75.00 being subtracted from the damage deposit.**)
 - ✓ do dishes
 - ✓ wash counters
 - ✓ sweep and mop floor
 - ✓ rinse recyclable containers and place in recycle barrel
 - ✓ empty garbage
 - ✓ take all your plates, glasses and utensils with you
 - ✓ do not leave food in the kitchen
 3. Turn off stove, ovens, coffee maker, electric hot water carafes and lights
 4. In the winter months (December - February) please leave the far right hand door leading from the dining room to the kitchen open when you leave. At all other times please be sure this door is closed and locked.
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