

FACILITIES USE AGREEMENT

The First Congregational Church United Church of Christ
31 Maple Street
Bristol, CT 06010
(860) 589-4700

Please fill out the form and submit a copy of your homeowner's insurance and your facility use donation with the form. When all three have been received, your event will be scheduled on the church calendar.

Name of Organization/Person/Church Committee: _____

Address of Contact Person: _____

Contact person telephone number: _____ Cell number: _____

Contact person email address: _____

Event name (as it should appear on calendar)

Date(s) of Activity/Event: _____

Time of Event for Calendar: _____

Actual beginning time for Facility Usage: _____

Actual ending time for Facility Usage: _____

Description of Activity/Event:

Rooms Requested:

- | | | |
|-------------------------------------|--------------------------------------|------------------------------------|
| <input type="checkbox"/> Auditorium | <input type="checkbox"/> Dining Room | <input type="checkbox"/> Kitchen |
| <input type="checkbox"/> Guild Room | <input type="checkbox"/> Library | <input type="checkbox"/> Classroom |

Set-up and Equipment:*

We require one of our ambassadors to be present for the length of your event. There is an additional fee of \$15/hour for our ambassadors.

Chairs # _____ Round Tables # _____ Rect. Tables # _____

*The First Congregational Church UCC does not provide additional equipment for outside group usage. Church committees should make equipment requests through Church Community Builder.

Number attending event: _____ Will you be serving food? _____

Insurance Carrier (& copy of Homeowner's insurance): _____
.....
_____ Accepted by FCC Bristol _____ Key agreement signed _____ Key Returned
_____ Date _____ Home Insurance coverage _____ Donation received
_____ to _____ Agreement in effect

SHARED EXPENSES FOR THE USE OF CHURCH FACILITIES
First Congregational Church, Bristol, CT

All fees are required to be paid in full ten (10) business days prior to the event. Events canceled within five (5) business days will forfeit their fees. Any additional usage of time or facilities not included in the original facility use agreement will be billed to the responsible party. Checks are payable to The First Congregational Church UCC.

<i>Shared Expense for facility usage (up to 4 hrs)</i>	Members	Non-Members
Dining Room (Only)	\$100	\$150
Dining Room & Kitchen	\$150	\$200
Library	\$25	\$50
Church School room	\$25	\$50
Guild Room	\$100	\$200
Auditorium	\$200	\$400

Fees subject to change. Effective as of November 2010

*There is an additional fee of \$25 for each additional hour of use beyond four (4) hours.
Special pricing available for multiple dates – please call church office for pricing.*

One of our Church Ambassadors will be present for your event to set up and clean up. They will also be available to assist you during your event.

Seating capacity: Sanctuary = 500 people maximum. Chapel = 75
Auditorium = Balcony (50). Chairs only (90). Tables & Chairs (64)

Fee for renting property (ex: tables, chairs, etc.) \$20 fee plus additional \$20 deposit – property to be returned within a 72 hour period. (church members only).

The First Congregational Church United Church of Christ
Bristol, CT

Policy Regarding Use of FCC Facilities

I agree to follow all the rules and regulations set forth by FCC Bristol and to provide a responsible adult, one who knows all these rules and regulations, for all events.

1. Groups using the Church at hours other than when the Church Office is normally open shall secure a key to open the building at the Church Office between the hours of 9:00am and 3:00pm Monday through Thursday. A Key Use Agreement must be signed and a key deposit left. This key must be returned to the Church Office on the next business day. Groups are responsible to be sure the building is secured, all lights turned off, all thermostats set back to their program, and all windows and doors closed and locked.
2. All organizations not affiliated with the Church and individuals using the Church Building for private use, who apply for use of FCC facilities, are requested to furnish a valid Certificate of Liability Insurance naming First Congregational Church Bristol, CT as additional insured or a copy of their homeowner's insurance policy with a minimum liability coverage of \$300,000.
3. Alcoholic beverages are allowed to be brought in, but a Certificate of Insurance is required from the caterer or renter citing a minimum of \$1,000,000 liability coverage, naming *The First Congregational Church* as additional insured. The certificate must have a minimum of \$1,000,000.00 (\$1 million) per occurrence and \$2,000,000.00 (\$2 million) aggregate of liability coverage. The certificate of liability must contain liquor liability
4. No smoking in any area of the Church Building.
5. No activity shall be scheduled to end past 10:00pm unless special permission is granted.
6. Permission to use specific areas of the Church at specific times does not include the right to use supplies or equipment (indoors or outdoors) contained in these areas unless such permission is expressly granted by the pastor or pastor's representative. Groups should not expect to use FCC instruments, audio-visual equipment or sound systems. No furniture or church equipment may be moved from one room to another without prior written approval from the pastor or pastor's representative. Use of pianos requires prior permission from the Director of Music.
7. Parking is limited to the parking lot at the rear of the FCC building (Parish House and Church Office). To avoid possible hazard in the event of fire or other emergency, parking is permitted in designated spaces only. Fire lanes must be open at all times. Please honor the handicapped parking spaces.
8. Whenever activities are scheduled involving minor children (18 years and under), adult supervision is required at the rate of two (2) adults for the first ten (10) minors and one (1) additional adult for each ten (10) minors thereafter. These adults shall be present before minors arrive and shall remain until all children have left the premises.
9. The size of the group using the facilities shall be in accord with the safety and fire regulations of the city of Bristol.

10. If food and beverages are part of the event, they must be restricted to the space noted in this agreement: Kitchen, Dining Room, and/or the Auditorium. Those using the space must clean up after themselves, including removing trash and recycling and placing it in the trash and recycling dumpsters in the parking lot, unless prior arrangements have been made for custodial help. Walking in hallways or others areas with food/beverage in hand is prohibited. Clearance on types of food and beverages that are acceptable must be granted by pastor or pastor's representative. No food is to be stored on the premises. If spills occur, parties responsible must clean immediately in accordance with prescribed instructions for type of food/beverage, using cleaning agents provided the Church. If professional cleaning is required, additional charges will be assessed.

11. The Church does not provide storage space for outside groups unless alternative arrangements have been made. The Church is not legally or financially responsible for any items stored on church property.

12. The Church reserves the right to change or reschedule outside group's events due to the ministry needs of our congregation. This right would only be exercised after due consideration of all the factors involved.

13. Groups that do not comply with these rules and regulations will forfeit their future use of the Church facilities.

14. Use fees and custodial fees will be assessed depending on the nature of the event. All fees are required to be paid in full ten (10) business days prior to the event. Events canceled within five (5) business days will forfeit their fees. Any additional usage of time or facilities not included in the original facility use agreement will be billed to the responsible party.

15. FCC has the right to refuse facility use to any group/organization/ event that is not in keeping with the mission and principles of The First Congregational Church UCC Bristol, CT.

16. Other: Any deviation from the policy set forth herein must be approved by the Pastor and the Chairperson of the Prudential Committee, regarding use of Church facilities other than the Meetinghouse/Sanctuary, and by the Pastor and the Chairperson of the Board of Diaconate regarding use of the Meetinghouse/Sanctuary and Barnes Chapel.

I have read and understand the above rules and regulations.

Signed: _____

Position: _____

Date: _____

Effective as of November 2010