

First Congregational Christian Church
Policies and Regulations Regarding Space Use and Rental

I. General Policies

1. The policy of First Congregational Christian Church is to make its facilities available for religious, cultural, educational, and recreational activities of responsible community groups so far as such use does not interfere with the sanctity of the Church body and with the use of its building by the membership and organizations of the Church.
2. Events will be scheduled in the Church calendar according to the following priorities:
 - a. All worship events – including Sunday services, funerals, and weddings
 - b. Wednesday evening – Bible Study Group
 - c. Preparation or rehearsals for worship events
 - d. Choir rehearsals
 - e. Church Organizations and Board Meetings
 - f. First Congregational Christian Church members
 - g. First Congregational Christian Church attendees (non-members)
 - h. Outside non-profit organizations

* There may be times space may be shared with another group.
3. A representative of the Church must be present for all rental activities.
4. First Congregational Christian Church reserves the right to deny/revoke permission to use the Church facility. The Trustee Board shall be the final authority in granting or refusing permission for use of the Church facility by **outside groups**.
5. Any use of the church facilities by organizations and auxiliaries of First Congregational Christian Church will not be considered a rental activity, and no rental application is to be submitted and no rental fee will be charged. No fee will be charged for space use in connection with church activities, such as the wedding or funeral of a church member; however an application must be submitted to the chairman of the building and grounds committee to reserve space for wedding activities. (See Paragraph 7 regarding funerals.) All space use is expected to be in accordance with the space usage policy and regulations.
6. Individuals (members and non-members) and outside organizations will be assessed a fee for the use of Church facilities for non-church activities, upon approval of their application. Examples of non-church activities include a member hosting a fraternity/sorority or club activity, a member hosting a family reunion dinner, a member having a birthday or anniversary party, in addition to activities for non-church organizations. The Board of Trustees may waive or reduce rental fees if the waiver or reduction is deemed to be in the best interest of the Church or community.
7. In the event of a death of a First Congregational Christian Church member or attendee all previously scheduled events will be canceled for the time of the funeral or memorial service. As a Church, our first obligation is, and has to be, to our congregation. In the event of death, we will try our best to work around any previously arranged rentals; however this may not be possible. If we have to cancel a rental, any deposit or rental payment will be refunded. First Congregational Christian Church will not be responsible for any losses or damages resulting from any cancellation.

Initials

8. Any use of the facilities of First Congregational Christian Church must be in accordance with the regulations hereinafter set forth.

II. Regulations for Use of First Congregational Christian Church Facilities:

1. The group representative will fill out the "Contract for Building Rental" and return to the Chairman of the Buildings and Grounds committee. The contract shall name the individual who will have charge of the event and see that the Church's regulations, with respect to the use of the facilities, are carried out. This individual will be the point of contact for the Church.
2. With the "Contract for the Building Rental" the renter should enclose two checks made payable to First Congregational Christian Church. One check should be made out for the amount of the rental fee and should include the words "For Building Rental" in the memo line. The second check should be made out for amount of the damage/security deposit. This check will be returned to the renter after the date of the rental if all of the policies, regulations, security, and cleaning procedures are followed; and there is no damage.
3. "Contracts for Building Rental" may be approved by the Chairman of the Building and Grounds committee per the guidelines provided by the Board of Trustees. The Board of Trustees has the responsibility for approving all contracts.
4. Groups who use First Congregational Christian Church facilities will be responsible for the discipline and reasonable care of the church property and furnishings and shall be expected to pay for any damages. There must be a supervising adult in charge and present at all times whenever a group of young people (high school age or under) uses a room.
5. No decorations leaving marks or damage maybe attached to walls or ceilings.
6. NO ALCOHOL, BEER, OR WINE may be served in the building. Serving food in the Fellowship Hall is permitted, but cooking is not allowed. **Smoking is strictly prohibited.**
7. Unless previously agreed to, the Church's sound system, Church supplies, or other equipment may not be used doing a rental.
8. The piano/organ may not be used or moved during a rental unless previously arranged.
9. Renters may not change the temperature on any thermostats, Please contact the onsite church representative.
10. No event shall continue past 12:00 Midnight. Music/noise must be kept to a reasonable and respectable level. All music and performances must be in accordance with the sanctity of the Church.
11. First Congregational Christian Church is not responsible for any personal injuries.
12. Only non-drip candles may be used.
13. Set-up and dismantling are the responsibility of the renter using the space. The deposit will not be returned in the event of damage to the building or furnishings, if furnishings are not returned to the proper place, or if decorations and props are not removed.
14. At no time may FCCC furniture or equipment be removed from the church facilities.

I hereby acknowledge receipt of all policies and regulations of the First Congregational Christian Church and agree to honor and abide by the terms for the purpose of this rental.

Contact Person's Signature

Date

First Congregational Christian Church Contract for the Building Rental

Name of Organization: _____

Address: _____

Phone Number: _____

Name of Contact Person: _____

Phone of Contact Person: _____

Date and Time of Event: _____

Type of Event: (Be specific) _____

Special Accommodations: _____

Expected number of Participants: _____

Required Areas:

Sanctuary: _____ Fellowship Hall: _____

Upstairs Meeting Room: _____ Classroom A: _____ Classroom B: _____

Rental Amount Enclosed: \$_____ Security Deposit Enclosed: \$_____

I understand that I must cancel my request for rental at least 5 days prior to the event in order to receive a full refund, and any refund will be net of costs incurred by First Congregational Christian Church.

Authorized Representative of Organization
(signature)

Date

Approved:

Chairman of the Trustee Board

Chairman of Buildings and Grounds

Date

Date

**First Congregational Christian Church
Schedule of Standard Building Rental Fees**

Area	Fee
Sanctuary	\$500.00
Fellowship Hall	\$350.00
Meeting Room – Upstairs	\$ 50.00
Class Room – A	\$ 25.00
Class Room – B	\$ 25.00
Damage/Security Deposit	\$150.00