

**AGREEMENT FOR USE OF FACILITIES OF  
FIRST CONGREGATIONAL CHURCH**

**MERIDEN, CT 06451**

**Phone - 203-235-5704, Fax - 203-235-8044**

**(Non-Wedding)**

**NAME** \_\_\_\_\_ **PHONE** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**EMAIL** \_\_\_\_\_

**CONTACT PERSON** \_\_\_\_\_ **PHONE** \_\_\_\_\_

**EVENT:** \_\_\_\_\_ **DATE** \_\_\_\_\_

**TIME IN:** \_\_\_\_\_ **TIME OUT:** \_\_\_\_\_

**NUMBER OF PEOPLE EXPECTED:** \_\_\_\_\_ **(MAX 150)**

**FACILITIES REQUESTED:**      **SANCTUARY** \_\_\_\_\_  
   **SMITH HALL** \_\_\_\_\_  
   **KITCHEN** \_\_\_\_\_  
   **THIRD FLOOR CLASSROOMS** \_\_\_\_\_

THE PERSON (S) USING THE FACILITIES AGREE TO THE FOLLOWING TERMS:

MAINTENANCE AND SAFETY STEPS REQUIRED:

The renter shall be responsible for using the facility safely and in accordance with the rules and regulations set forth in this contract. Prior to vacating the hall, the renter shall complete all tasks on the "Renter's Responsibility Checklist" enclosed hereto and made a part hereof. General maintenance and safety regulations include, but are not limited to:

- 1) All trash is to be bagged and placed in dumpster located behind the church.
- 2) Renter shall supply their own utensils, coffee pot, pots and pans, dishes, linens, napkins etc. unless prior arrangements have been made through the church office. **DO NOT USE CHURCH ITEMS OR DISHWASHER**
- 3) If the gas stove is used, **DO NOT TURN OFF OR BLOW OUT THE PILOT LIGHTS.** The pilot lights shall remain lighted at all times.
- 4) All food and supplies are to be removed from the kitchen upon completion of the rental period.
- 5) All areas of the facility used by the renter should be left in the clean and orderly manner in which they were found at the beginning of the rental period. Any additional cleaning time required by the custodian as a result of the renter's use will be charged to the renter's damage deposit. This shall be at the rate of \$75.00 per hour, with a one hour minimum.
- 6) No nails, tape or other permanent marks may be put in the walls, woodwork, trim, etc.
- 7) All materials brought into the facility by the renter must be removed at the end of the rental period unless prior arrangements have been made with the church office.
- 8) Objects left shall be removed at the expense of the renter and disposed of.

- 9) Renter shall supply their own utensils, coffee pot, pots and pans, dishes, linens, napkins etc. unless prior arrangements have been made through the church office. **DO NOT USE CHURCH ITEMS OR DISHWASHER.**
- 10) Renter shall be responsible for any and all damage to or theft from the facility during the rental period.
- 11) No gasoline, kerosene, lighter fluid, fireworks, etc. may be used in the facility.
- 12) **NO CANDLES ARE ALLOWED IN SMITH HALL.**
- 13) Fire exits shall not be obstructed in any way.
- 14) No smoking, alcohol, or illegal drugs are permitted anywhere on the church property.
- 15) Absolutely no balloons in the Sanctuary.
- 16) Thermostats are not to be adjusted.
- 17) Turn off lights and lock doors upon leaving facility.
- 18) Absolutely **NO** rice, confetti or bird seed to be use in the church or Smith Hall.
- 19) Piano in sanctuary is not to be moved.
- 20) Parking is limited to street or municipal parking lot. Parking in church driveway is prohibited.
- 21) Permission to use the facilities is based on the understanding and agreement that all persons using the facilities do so at their own risk and that the First Congregational Church will not be held responsible for any injury or damage sustained on church property. The user agrees, as per consideration for such use, to hold said church harmless for any claims for damages or injury.
- 22) Facilities-use fees and remaining balances are due in the church office **two weeks prior** to use. All payments should be mailed or delivered to First Congregational Church, 62 Colony Street, Meriden, CT 06451, and should specify date of facility use. **ALL PAYMENTS MUST BE IN THE FORM OF CASH, BANK CHECK OR MONEY ORDER ONLY**
- 23) In addition to regular use fees, a **\$500** maintenance deposit is required by all people using the facilities. This is required at the time of entering into this agreement. This deposit will be returned upon termination of the agreement, providing there is no damage to the property and space is left in a clean and safe condition.
- 24) **The person who signs this contract agrees to be on the premises for the entire time of the event.**
- 25) **SMOKING POLICY AT THE FIRST CONGREGATIONAL CHURCH OF MERIDEN: The smoking of any product, legal or illegal, including the use of electronic cigarettes or devices and the chewing of tobacco, is not permitted on church property.**

**NO ONE IS ALLOWED UPSTAIRS IN THE BALCONY WITHOUT PRIOR APPROVAL.**

**PLEASE LEAVE OUR BUILDING AS CLEAN AS YOU FOUND IT. THANK YOU.**

Initial: \_\_\_\_\_

Initial (FCC): \_\_\_\_\_

**FEE SCHEDULE**

**SANCTUARY ONLY:**

MEMBERS N/C

\$400 NON MEMBERS

\$ \_\_\_\_\_

**ORGANIST:**

\$100 MEMBERS

\$150 NON-MEMBERS

PRICES DO NOT INCLUDE REHEARSALS

(NO OUTSIDE ORGANIST WITHOUT PERMISSION)

\$ \_\_\_\_\_

**FACILITIES FEE - OPEN & CLOSE BUILDING**

\$100

\$ \_\_\_\_\_

**SMITH HALL:**

**USE OF HALL (including kitchen):**

MEMBERS N/C

\$300 NON MEMBERS

\$ \_\_\_\_\_

**USE OF HALL, KITCHEN & SANCTUARY:**

MEMBERS N/C

\$500 NON MEMBERS

\$ \_\_\_\_\_

**MAINTENANCE DEPOSIT:**

**\$500.00 REFUNDABLE \***

\*Required for all rentals

\*Not required for members

\$ \_\_\_\_\_

**Total due =**

\$ \_\_\_\_\_

***ALL PAYMENTS MUST BE IN THE FORM OF CASH, BANK CHECK OR MONEY ORDER ONLY***

\$ \_\_\_\_\_ DEPOSIT RECEIVED THIS DATE: \_\_\_\_\_

**BALANCE DUE: \$ \_\_\_\_\_ on/by:(date) \_\_\_\_\_**

**IN CASE OF EMERGENCY PLEASE CALL:**

**Meg Hamilton 860-985-4312, Pastor Bruce Miller-203-907-9267 Bob West—203-235-8520**

**I have read and accept the conditions set forth in this document:**

**Signed: \_\_\_\_\_ Date \_\_\_\_\_**

**Address for deposit to be sent to after rental if different from address on front page:**

\_\_\_\_\_

**Signed: (First Congregational Church Representative) \_\_\_\_\_ Date: \_\_\_\_\_**