

**FIRST CHURCH OF CHRIST IN MANSFIELD (CONGREGATIONAL) UCC**

549 Storrs Rd (PO Box 36), Mansfield Center, CT 06250

860-423-9008 ~ FirstChurchMansfield@snet.net

**FACILITY USE REQUEST**

Requested by \_\_\_\_\_ Date of Request \_\_\_\_\_

Email address \_\_\_\_\_ Phone \_\_\_\_\_

Are you a church member or is this a church group?  Yes  No

Group or Organization (if applicable) \_\_\_\_\_

Event Date, Time (start & end) \_\_\_\_\_ Set-up Date/Time \_\_\_\_\_

Rehearsal Date, Time (start & end) \_\_\_\_\_ Number of Attendees \_\_\_\_\_

Description of Event/Activity:

**FACILITIES TO BE USED**

FELLOWSHIP HALL (Capacity: 96)       SANCTUARY (Capacity: 180)       PARKING LOT  
 KITCHEN - # OF HOURS \_\_\_\_\_      NEED KITCHEN COMMITTEE MEMBER(S)?     YES     NO

**SERVICE BY CHURCH'S CONTRACTED VENDOR NEEDED FOR:**       Set-up       Clean-up

**For Fellowship Hall use:**

Number of tables: \_\_\_\_\_      Number of chairs: \_\_\_\_\_      Will food be served?     Yes     No

**SCHEDULE OF FEES**

<b>FELLOWSHIP HALL</b>	<b>Church groups or church members for personal events</b>	<b>Non-Members</b>
<b>Hall Rental, first 4 hours</b>	No fee	\$100
<b>Each additional hour</b>	No fee	\$25/hour
<b>Hall Rental plus Kitchen Facilities</b>	No fee	\$250
<b>Set-up/Clean-up Fee</b>	\$50, if vendor services are needed	included

<b>SANCTUARY</b>	<b>Church members and regular supporters</b>	<b>Non-Members</b>
<b>Sanctuary Rental</b>	No fee	\$250
<b>Set-up/Clean-up Fee</b>	\$50	Included
<b>Pastor*</b> (includes 3 hours premarital counseling, rehearsal, service preparation and the service)	No fee	\$350
<b>Organist*</b> (includes one rehearsal)	\$150	\$150
<b>Each additional rehearsal</b>	\$25	\$25

\* Fees for the Pastor and Organist are paid directly to that individual, not to the church.

Fees for the use of the building shall be submitted with this form unless other arrangements have been made with persons providing a service. Send completed form and payment to the PO Box shown at the top of this page. Checks for building use shall be made out to *First Church of Christ in Mansfield*.

## TERMS AND AGREEMENT

- The person/organization using the church facilities (“User”) agrees that they and their guests/attendees will conduct themselves in a responsible manner and refrain from engaging in inappropriate or illegal conduct, including the use of loud, foul, slanderous language or intimidating or offensive conduct that would interfere with the peaceful use and enjoyment of the facility by others.
- User agrees to comply with the church’s inclusive non-discrimination policy:  
*We do not discriminate against any qualified person, group or organization in hiring, promotion, membership, appointment, use of facility, provision of services or funding on the basis of race, gender, age, sexual orientation, religion, nationality, ethnicity, marital status, economic status, physical ability, mental illness, or developmental disability.*
- User assumes complete responsibility for loss of or damage to their property or property of any invitee as well as property of the church arising out of their use of the premises and that the church is not responsible for any lost or stolen valuables or property from within the facility or its property.
- User hereby absolves the church, its pastors, leadership, members, or people of any liability for personal injury to any individual resulting from the use of the church facilities and agrees to be responsible for any property damage that results during the use of the facilities. Please report any damage to the church office promptly.
- If signing this agreement and release on behalf of an organization or a group, the undersigned certifies that they are authorized to sign this agreement and release on behalf of the organization or group and will assume all financial responsibility for damages to the church.

### Building Use Responsibilities

#### During Use

- Users and their guests/attendees shall refrain from the use of alcoholic beverages.
- Users and their guests/attendees shall refrain from smoking in the building.
- User must supply own table coverings and paper products. First Church is a Green Church. We ask that you bring ONLY recyclable containers and provide ONLY compostable and recyclable products (NO Styrofoam.)
- Immediately wipe up any spills on floors or other surfaces.
- If using the Sanctuary, user will consult with the pastor before moving any furniture or objects. DO NOT move the piano.
- No food or beverages are permitted in the Sanctuary (other than communion elements.)

#### After Use

- If using the kitchen, wash and dry all dishes used and return them to the correct cupboard. Cupboards are labeled for your convenience. Take all extra food and beverage with you. Wipe counters and leave kitchen clean and ready for the next use.
- Wipe off tables. If food or drink is involved, wipe all tables clean using a mild soap and water solution.
- Return all tables, chairs, and other equipment to their original location after your event.
- Collect all garbage into bags and place in the bins located outside the Brown’s Road entrance.
- If the building is not in use by others at the end of your event, check that all windows are closed, lights are off, and doors are locked and latched. User must remain on site until their last guest leaves.

By signing, I agree to abide by the conditions presented above.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_