

# First Congregational United Church of Christ

## Request for Use of Facilities

Please complete and return this form along with the **Regulations for Use of Facilities**. A copy of the completed forms is available upon request.

Applicant name (please print) \_\_\_\_\_ Application date: \_\_\_\_\_

Name of organization (if applicable) \_\_\_\_\_

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

Address \_\_\_\_\_

Name of event \_\_\_\_\_

Anticipated attendance \_\_\_\_\_ Do participants pay a fee for this event? \_\_\_\_\_

Date(s) of event with start and end times \_\_\_\_\_

Date(s) of reservation with start and end times \_\_\_\_\_

Set-up/equipment needs (these requests may incur additional fees) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Fees**

It is the desire of the members of First Congregational UCC to actively participate in service to the community. Although the church facilities are provided rent-free, charges are made to cover expenses such as building operation and general wear.

Due to IRS regulations, only charitable or nonprofit organizations are permitted to use the facilities unless the function is for the benefit of the community.

Fees will be assigned upon review of this request. A request for waiver of fees may be made by attaching the reason for your waiver request to this application.

**I am requesting a fee waiver for this event.**

___ Sanctuary*	\$170	___ Main Kitchen	\$70	___ Three-Year-Old Room	\$60
___ Chapel*	\$80	___ Choir Room*	\$75	___ Science Room	\$50
___ Fellowship Hall*	\$60	___ Amistad Room	\$60	___ Scripture Tent*	\$50
___ River Room	\$60	___ East Conference Room	\$50	___ Other	
___ Upper Lounge	\$80	___ Theater	\$80		
___ Common Grounds	\$80	___ Art/Kitchen	\$80		

*\*Use of a piano must be approved in advance and will incur additional fees.*

Other: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

**Office Use**

Approved/Not Approved \_\_\_\_\_ Reason \_\_\_\_\_

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



# First Congregational United Church of Christ Regulations for Use of Facilities

1. No alcoholic beverages are permitted in the church or on the church grounds.
2. Smoking is only permitted in the designated areas outside of the building.
3. No rice is to be thrown either inside the church or outdoors on the church property. Birdseed may be used outside.
4. Birds are not to be brought inside the building
5. No sparklers, fireworks, or bubbles may be used inside the building.
6. Reserved areas must be returned to the condition in which they were found. Please return all equipment to its proper location and dispose of all trash in the appropriate receptacles.
7. Any cleaning, set-up, teardown, or damage resulting from an event will be charged to the party that reserved the space or deducted from the deposit.
8. Nails, wires, and electrical tape may not be used to affix decorations. All tape residue must be removed from surfaces.
9. Candles and candle holders in the seating areas are not permitted unless approval is obtained from the church administrator two weeks in advance. All candles must be mounted in non-flammable holders. All decorations used in conjunction with candles must be non-flammable unless specifically approved by church administrator.
10. All users must obtain permission before using the gas fireplaces.
11. Use of the premises shall terminate at 10:30 PM.
12. Prior approval for the use of Church equipment must be obtained from the church administrator two weeks in advance. Examples of church equipment include, but are not restricted to, audio/visual equipment, projectors, musical instruments, and the kitchen equipment. Additional fees may apply; a fee schedule is available from the church office.
13. All fees and deposits, and the Application for Facilities Use form are due two weeks prior to the event.
14. No gratuity for any church employee is permitted. Gifts to First Congregational in appreciation of exceptional service are accepted. Honorariums may be arranged for special services.

## Release from Liability

I/We, \_\_\_\_\_, agree to save and hold harmless the First Congregational United Church of Christ of Appleton, Wisconsin, from any and all claims of bodily injury or property damage arising out of the usage of the above facilities. I/We agree to indemnify the First Congregational United Church of Christ of Appleton, Wisconsin for any and all costs, attorney's fees, or expenses incurred in defending any claim for bodily injury or property damage arising out of the usage of the above property. Approval of the Application for Facilities Use form may be conditional upon evidence of liability insurance protecting the First Congregational United Church of Christ of Appleton, Wisconsin with limits as specified by Church Council

I/We agree that a representative will be present throughout the dates and hours of usage and will be responsible for ensuring proper conduct of all members, guests, or invitees of the reserving party as well as proper care for the facilities used. The reserving party, through its officers and designated representatives, agrees that prompt and full payment for any damage or loss to the subject premises will be made within ten (10) days of notification by a church representative. Parties failing to adhere to these regulations may not be permitted to make future reservations.

Signature \_\_\_\_\_ Date \_\_\_\_\_

