

FIRST CONGREGATIONAL CHURCH, U.C.C.

Request for One-Time Rental of Church Space

3/14

Organization (if any): _____

Responsible Person: _____

Address: _____

Phone: _____ E-mail: _____

Space(s) Requested: _____

Date of Use: _____ Hours of Use: _____

Name of Event: _____

Signature of Responsible Person: _____

Fee Schedule

<u>Church Space:</u>	Rental Fee: <u>Church Member</u>	Rental Fee: <u>Non Member</u>	Janitorial Fee: <u>All Renters</u>
Sanctuary	\$200	\$200	\$50
Fellowship Hall	35	100	35
Kitchen	10	75	20
Fellowship Hall & Kitchen	45	175	55
Fireplace Room	10	80	20

Payment; Two Checks are required as follows:

1. For church space, make check payable to First Congregational Church.
2. For Janitorial Service, make check payable to John Crandall.

Payments must be made in full on or before the day the space is used.

Other Notes:

- Smoking and the use of alcoholic beverage in any area of the church is **strictly prohibited**.
- No food or drink allowed in the sanctuary.
- Individuals holding events in the church will be liable for any damages or injuries sustained during their use of the church.

Please complete this form in duplicate: return one copy to the church and keep the other for your records. We will notify you of the action taken.

Action Taken: Request Approved___ Request not approved___ Date_____ By_____
