

# FIRST CONGREGATIONAL CHURCH, U.C.C.

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## Funeral Application Form

3/14

For: \_\_\_\_\_

Responsible Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Space(s) Requested: \_\_\_\_\_

Date of Use: \_\_\_\_\_ Hours of Use: \_\_\_\_\_

Signature of Responsible Person: \_\_\_\_\_

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### Fee Schedule

<b>Church Space:</b>	Rental Fee:	Rental Fee:	
	<u>Church Member</u>	<u>Non Member</u>	
<u>Sanctuary</u>	None	\$200	
<u>Fellowship Hall</u>	None	\$100	
<u>Fellowship Hall &amp; Kitchen*</u>	None	\$175	
<u>Minister**</u>	\$300	\$400	
<u>Organist***</u>	\$100	\$100	(prelude, postlude and hymns)
	\$150	\$150	(Above plus additional music)
<u>Sexton/Janitorial Fee (for all renters)</u>	\$50 (Sanctuary only)		
	\$105 (Sanctuary & Fellowship Hall/Kitchen)		

\*Fellowship Hall & Kitchen: If the family wishes to have a reception at the church following the funeral service, the minister will contact the church's Social Activities Committee. The family will then make all arrangements as to food, beverages and cost directly with the committee.

\*\*Minister: The minister is also available for graveside services for \$125.

\*\*\*Organist: The minister will help choose an organist for the service.

### Payment:

1. For church space, make check payable to First Congregational Church.
2. If a funeral home offers to facilitate billing, the funeral home contacts church office regarding church personnel expenses (pastor, organist, & sexton).
3. For food and beverage for the reception at the church following the funeral –fee as agreed upon with the Social Activities Committee; make check payable to First Congregational Church with a note in the memo: Social Activities.

Payments for church use, receptions, and personnel must be made in full on or before the day of the funeral.

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## **Other Notes:**

- Smoking and the use of alcoholic beverage in any area of the church is strictly prohibited.
- Individuals holding events in the church will be liable for any damages or injuries sustained during their use of the church.