

The First Congregational Church
111 Church Drive, Cheshire, CT 06410
(203) 272-5323

Facilities Use Application

Please fill in ALL items (enter NA if need be). Please check that you have read page 2 and sign and date and send back to christineb@cheshirecongregational.org

Organization Name Group:

Contact:

Full Address:

Phone Number:

Cell Number:

Email:

Event Info

Type of Program:

Date(s) Requested:

Time of Event (from – to):

Time you need to arrive for setup:

Time you will done with cleanup:

Will there be an admission charge:

If there are funds to be collected, who will benefit from them:

Have you used this facility before:

Office Use Only

Approved Signature(s):

Fee:

Certificate of Insurance Required:

Certificate of Insurance Received:

Expiration:

SPACE REQUEST APPLICATION
The First Congregational Church
111 Church Drive Cheshire, Connecticut 06410

I. General Policy

Non-profit groups and organizations may request use of designated areas of the church by submitting completed application for approval to the Board of Trustees not less than one month or more than six (6) months before a scheduled event. Ordinarily approval will be confirmed within two (2) months of the scheduled event. Yearly reapplication is required.

II. The following rules shall be accepted and the signer of the application held responsible:

- A. Groups should stay in the rooms assigned to them and will be the complete responsibility of their leaders.
- B. Anyone using the church rooms should come and go by the double back doors.
- C. Compliance with all Town and State regulations regarding health and fire rules should be adhered to and the applicant agrees to absolve the church from all claims, fines and penalties arising from the use of the premises.
- D. The applicant agrees to reimburse the First Congregational Church for all breakage on and damage to the church premises and for any extra expenses incurred with this use of facility.
- E. Only free-standing exhibits may be used. The use of nails, hooks, scotch tape or similar material is prohibited.
- F. Parking regulations should be observed. No parking is permitted in the Whiting House or Parsonage driveways.
- G. The church reserves the right to refuse the use of any area to any group.
- H. For groups using the Parish Hall every week, we reserve the right to ask the group to switch to another room, or alternate site, if the church needs the Hall for one of its own functions.
- I. No smoking or alcoholic beverages are allowed anywhere on church premises.
- J. The applicant shall provide a certificate of insurance liability and property damage covering the First Congregational Church of Cheshire, Inc. Liability insurance shall provide coverage as follows:
- K. General Aggregate \$1,000,000, Products-comp/op Agg. \$1,000,000, Personal and Adv. Injury \$500,000, Each Occurrence \$500,000, Fire Damage (any one fire) \$50,000, Medical Expense (any one person) \$50,000. The Church should be named as additional named insured on certificate with 30 days notice of cancellation. This certificate must be received by the Church Administrator one week prior to use of the facility. Without this certificate, use of these facilities will be automatically canceled and use of the requested facility denied.
- L. Arrangements for set-up and clean-up of facility must be made with application otherwise they are the responsibility of the applicant (fee will be determined).
- M. You must contact the church office at 203-272-5323 if you plan to cancel your meeting. If not, your group may incur a \$75 sexton fee.
- N. Violations of any of these rules will terminate this agreement.
- O. If the Cheshire Public Schools are closed due to inclement weather, the church will also be closed. Please tell your group to watch WTNH, WFSB or WVIT.
- P. The use of helium balloons is prohibited in Parish Hall. In the past they have been let go and catch in the ceiling fan blades and burn out the motor.

III. Applicable Fees

Rates include custodial charges. In the event fees are waived a charge of \$75.00 (minimum) for custodial duties will be made. Fees are payable to the First Congregational Church of Cheshire no later than one week prior to use of facilities. Please pay by check, and mail or hand-deliver to the church office.

*Parish Hall	\$75 per hour	Classroom	\$30 per hour
	\$150 Minimum	Sanctuary	\$400
Kitchen		Chapel	\$200
Refreshments	\$75	*Green –entire	\$550
Dinner	\$175	--partial	\$100
Piano Tuning	\$100	Parking Lot	\$125
		Whiting House	\$30 per hour

*Fees for specific uses may vary and are subject to the approval of the Board of Trustees. Please fill in all applicable items on attached form, sign and leave at the church office. Please call the church office a few days ahead of meeting as a reminder (203-272-5323).

I have read the above Facilities Use Policy

Signature:

Date: