

First Congregational Church of Westminster
United Church of Christ
138 Main Street - Box 477 Westminster, Massachusetts 01473
978-874-5790 email address: admin@westcong.org

APPLICATION FOR USE OF CHURCH PROPERTY

Please fill out this application completely at least 30 days prior to the requested date. Missing information may result in delays.

Specific _____ or Recurring _____ Event (*check one*) Application Date: _____

Rooms requested: _____

Purpose: _____

Day: _____ Date: _____ Time: _____

Kitchen/cooking equipment will _____ or will not _____ be used. (*check one*)

There will be approximately _____ people present.

Authorized group will obtain an insurance binder from our insurance company that will cover us during the event at the church. The Certificate Holder should be made out as shown:

First Congregational Church of Westminster
P. O. Box 477, 138 Main Street
Westminster, MA 01473

Authorized group agrees to the guidelines printed on the reverse side of this form. Non-church members also agree to accept full responsibility for themselves, their organization, and all of its members present during church property use and will not hold the First Congregational Church liable for injury or accidents incurred during use.

_____ (*Group, club, troop, etc.*) _____ (*Print Name of authorized person**)

_____ (*Address*) _____ (*Signature of authorized person*)

_____ (*Address*) _____ (*Email Address*) _____ (*Telephone*)

\$ _____ Rental fee

\$ _____ Custodial fee (*Please make check payable to Sue Klockars*)

Approved _____ Not Approved _____ By _____

For Office Use: (<i>check when confirmed</i>) ____ No Alcohol Policy ____ Trash Removal by group ____ Insurance Binder Received
--

THE FIRST CONGREGATIONAL CHURCH OF WESTMINSTER, MA.
Guidelines and Fees for Use and Rental of Church Property

Both church related groups and non-church related groups must obtain approval from the Board of Trustees for use and rental of the church facilities. Friday evening use of the church property is generally not available to non-church members.

The group using the church shall be responsible for unlocking and properly locking up the church when through. A key to the side door is available and may be picked up and returned to the church secretary during office hours. Fees are due at the time keys are picked up. Office hours are 9:00 a.m. to 12:00 p.m., Monday through Thursday. (Church office telephone number is (978-874-5790))

Your cooperation in complying with the policies set forth below is appreciated:

- An insurance binder must be obtained from your insurance company providing coverage at the church during your event.
- There is **NO SMOKING** allowed anywhere on any church property.
- We have a **NO ALCOHOL** policy at this church. No alcohol will be served or consumed at any function taking place on any church property.
- Due to size constraints, we ask that you take all trash that you create with you when you leave. Trash bags are available on the bottom shelf of the island in the kitchen.
- Under no circumstances will Fellowship or Covenant Hall be rented to groups in excess of 100 people.

Rental Fees: ** effective 07/01/2014 (The Trustees reserve the right to amend the usage fees.)

- Sanctuary	\$ 100.00 + custodial fee \$75.00
- Fellowship Hall	\$ 100.00 + custodial fee \$35.00
- Covenant Hall	\$ 100.00 + custodial fee \$35.00
- Kitchen equipment	\$ 50.00
- Outdoor use	\$ 10.00 for non-profit community organizations to help defray church maintenance charges (e.g., car wash, etc.)

Custodial services will be provided only for normal church programs (i.e., worship and church school). If special custodial services are needed for other functions, separate arrangements and fees need to be made directly with the church custodian (*Sue Klockars*.) Persons using the facilities are requested to leave them exactly as they found them.

Usage fees for non-profit community groups may be waived. Donations are greatly appreciated to assist in defraying church operating costs (i.e., heat, water and lights, etc.)

In general, there will be no charge for members of the First Congregational Church of Westminster using the church for weddings, showers, meetings, etc. except that the custodial fees of \$35.00 will apply to the use of Fellowship and Covenant Hall, and \$50.00 for use of the Sanctuary.