

BUILDING USE RESERVATION FORM

First Congregational Church, 1009 Main Street, Branford, CT 06405

Phone: 203-488-7201 Fax: 483-5237

GROUP NAME:

PURPOSE:

NUMBER IN GROUP:

DAY(S):

ROOM(S) REQUESTED:

RESERVATION TIME:
FUNCTION START TIME:

START DATE:

STOP DATE:

START TIME:

END TIME:

LEADER'S NAME:

LEADER'S ADDRESS:

LEADER'S PHONE:

ADDITIONAL CONTACT:

CONTACT ADDRESS:

CONTACT PHONE:

INSURANCE BINDER: _____

(Insurance binder required for all groups unless exemption approved by Church Council)

FEE(S) DUE:

(Checks can be made payable to FCC or First Congregational Church)

AGREEMENT AND WAIVER FIRST CONGREGATIONAL CHURCH OF BRANFORD

I, the undersigned, hereby agree that I/our group will not hold the First Congregational Church of Branford, nor the First Ecclesiastical Society of the town of Branford, responsible for any accidents or mishaps which may occur during our use of the facilities of said Church and Society, unless caused by negligence on the part of said Church or Society. I further agree to leave the facilities in an "as found" condition, to be certain all doors are locked and secure and to extinguish all lights. I agree to pay to repair any damages incurred to said facilities.

Because of the religious nature of the premises I understand that my function may be preempted by necessary religious services (funeral, memorial, etc.) at any time.

Signature _____

Date: _____



Important Information Regarding Rentals

- Fees and certificate of insurance are **due no later than one week before** event
- Function must end at 9:45pm. Building closes at 10pm
- Access to areas rented is all that is permitted
- **NO:** tacking, pinning, taping or fastening anything to doors, walls, windows, ceilings, furniture or any other surface
- **NO CONFETTI**
- **DO NOT LEAVE FOOD IN THE REFRIDGERATOR OR FREEZER**
- **NON-CHURCH** groups must bring their own supplies – paper goods, tablecloths, cups, etc.
- Children must remain supervised **AT ALL TIMES**
- Areas are to be left the way they were found
- **KITCHEN DEPOSIT WILL BE REFUNDED ONCE AREAS OF RENTAL HAVE BEEN APPROVED AS CLEAN**

FIRST CONGREGATIONAL CHURCH OF BRANFORD

Facility Use Policy

(revision effective January 1, 2016)

The First Congregational Church of Branford (FCCB) makes its building available to non-church groups for rental. FCCB wishes to continue making space available to community groups according to the terms of this Facilities Use Policy.

Making Reservations

(This section applies equally to church groups and non-church groups.)

- All groups wishing to use FCCB facilities must reserve rooms through the Church Administrator.
- All groups using FCCB facilities must designate a contact person who will be responsible for serving as a liaison between their group and FCCB.
- All reservations are to be made no less than two weeks in advance, except during the period between October 1 and January 7 and the thirty days before the beginning of the seasons of Lent and Easter when reservations must be made two month in advance. (NOTE: This provision does not apply to people making arrangements for funerals or memorial services.)
- In all cases, the longer the lead time before your reservation, the better the chance of getting your preferred room and time.
- No reservations can be made for more than six month in advance. Groups wishing to continue using a particular room for an additional time must renew their reservation for each additional six months.
- Non-church groups cannot make standing reservations for Saturdays and Sundays. Individual reservations might be made for those days, so long as those reservations do not affect church activities.
- All non-church groups must realize that church activities take precedence over all other activities and it may be necessary to preempt a reservation by a non-church related group in favor of church activities. Should such a preemption be necessary, FCCB will refund any deposit paid for the reservation in question and will work with the affected group to find an alternate location in the building or an alternative date for the preempted event.
- All groups reserving space must agree to this Facilities Use Policy at the time their groups' reservation is made by having their designated liaison person sign a copy of said Policy on behalf of their group.

Guidelines for Facility Use

(This section applies equally to church groups and non-church groups, except where noted.)

- All non-church groups must pay the designated rental fee and provide a certificate of insurance, unless this requirement has been waived or modified by the Church Council.
- All evening Room rentals end at 9:45 pm. All groups using the building in the evenings must be out of the building by 10 pm. The assigned leader for the night should be the last person out and is responsible for making sure everyone who was a part of their group has left the building and the rented space has been returned to at least the condition it was found in.
- All groups using FCCB facilities do not have free use of the building and may only use the rented rooms (and closest restrooms) designated in their rental reservation. Other rooms or facilities may not be used even if those rooms are not in use at the time.

- All groups using FCCB facilities must remain in the area immediately adjacent to the room(s) they are using.
- All rooms rented must be straightened up, the trash disposed of into the appropriate containers and must be returned to at least the condition found after each use.
- Upholstered furniture cannot be moved.
- All groups must follow existing Town of Branford building codes.
- Nothing may be tacked, pinned, taped or fastened in any way to walls, doors, windows, ceilings, furniture or any other surface.
- Limited storage space may be available and must be arraigned with the FCCB Church Administrator. Otherwise any items left in the building by non-church groups will become the property of FCCB and may be discarded.
- Church personnel may require any non-church group to vacate the building if, in their opinion, the situation warrants doing so.
- Church activities, which may be noisy or active, may occur during times when non-church groups are also using the building, such church activities take precedent.
- Members of groups using the Pine Room on Monday-Friday may not enter the building until 5:45 pm, except that two (2) members of said group may enter the building at 5:00 to use the downstairs kitchen (provided said group has reserved the kitchen and paid the appropriate rental fee).
- All children must remain with parent(s) at all times, in the same room as their parent(s). Children may not be left on their own in unoccupied rooms. Parents bringing children into the building with them do so entirely at their own risk; FCCB specifically waives any and all responsibility for children's safety; parents bringing children into the building accept FCCB's waiver of liability by the act of bringing their children with them. Any violations of the provision will result in the **immediate and permanent suspension** of the group of which the offending parent was a part.
- Non-church groups found in violation of any provision of this policy may be prohibited from using the building for a period of one month for a first violation. Groups found in a second violation of any provision of this policy may be prohibited from using the building for a period of three months. Groups found in a third violation of any provision of this policy may be prohibited permanently from using the building.

Room Rental Fees and Deposits

(This section applies only to non-church groups.)

Per Use Room Rental Fees

Pine Room	\$35.00
Kitchen Adjacent to the Pine Room*	\$15.00
Classrooms	\$25.00
Pilgrim Hall	\$100.00
Pilgrim Hall (with Stage)	\$125.00
Kitchen Adjacent to Pilgrim Hall*	\$50.00
All Purpose Room	\$35.00
Meetinghouse	\$250.00
Walker Chapel	\$75.00

*Use of either Kitchen requires the payment of a refundable \$100.00 cleaning security deposit. See "Guidelines for Kitchen Use" section for details.

- All Fees and Deposits should be given to the Church Administrator or placed in the rental payment box outside the Church Office.
- Fees should be paid by cash or by check made out to "The First Congregational Church of Branford" or "FCCB" and should be paid by the day of usage for a single-time rental, or monthly on the first of the month for continuing rentals.
- Failure to pay rental fee will result in the group not being able to use the building in the future.
- All groups must always make the full fee for all room rentals, except when the FCCB Church Council grants individual exemptions or discounts on a case by case basis for one-time rentals only. Standing or continuing reservations may not be discounted.
- A refundable key deposit of \$25.00 per key is required of any group receiving any building keys at the time the key is given out.

Guidelines for Kitchen Use

(This section applies to both church and non-church groups, except as noted.)

- The kitchens adjacent to Pilgrim Hall and the Pine Room may only be used by specific reservation. Their rental and usage is not included in a reservation and fee paid to use Pilgrim Hall, the Pine Room, or any other room in the building.
- Non-church groups using either kitchen must bring all supplies needed for their event. Consumable supplies such as paper goods, cups, items in the storage drawers and cabinets already in the kitchens are for Church use only.
- All groups using either kitchen are responsible for cleaning up after themselves. FCCB assumes that groups using either kitchen will leave that kitchen as clean and orderly as when they found it. This includes taking all leftover food when the rental ends.
- All groups reserving either kitchen must pay a refundable Cleaning Security Deposit of \$100.00, which will be returned upon the satisfactory inspection of the kitchen. In the case of continuing rentals of the kitchen adjacent to the Pine Room, the deposit will only be paid once and will be returned after the kitchen is inspected following the group's final use of the kitchen.
- All Security Deposits must be paid to the Church Administrator prior to the use of the kitchen.

Group _____

Rental Date(s) _____

Liaison: _____

Liaison Phone: _____

Weddings, Funerals and Memorial Services

(This section applied for both church and non-church groups and individuals, except as noted.)

- Reservations for the use of either the Meetinghouse or Walker Chapel for weddings, funerals or memorial services must be made through the Church Administrator.
- Reservations for wedding should be made at least six months in advance, reservations for funerals and memorials services should be made as soon as possible.
- For non-church members, reservations for the use of the Meetinghouse and Walker Chapel are accepted on the basis of availability; if another person or group has an existing reservation for either the Meetinghouse or Walker Chapel, that reservation will be honored.
- For church members, reservations for the use of the Meetinghouse or Walker Chapel for funerals or memorial services will take precedence over other uses.
- When Walker Chapel or the Meetinghouse are reserved for a wedding, funeral or memorial service, the reservation includes the use of the Russel Room for one hour before and one half-hour after the scheduled service time in the case of funerals or memorial services and for two hours before and one half-hour after the scheduled service time in the case of weddings.
- When the Meetinghouse or Walker Chapel are reserved for a wedding, funeral or memorial service that rental includes the use of either the Meetinghouse or Walker Chapel, the Russel Room and the restrooms on the main floor of the building. Such rentals do not include Pilgrim Hall or the Kitchen adjacent to Pilgrim Hall. Church members and non-church members may make reservations for those facilities on the basis of availability. While FCCB will try to make Pilgrim Hall and the adjacent Kitchen available to persons wishing to reserve them for funerals or memorial services, FCCB cannot guarantee those spaces will be available.
- Funerals and memorial services take precedence for the use of the Meetinghouse and Walker Chapel, not for the use of Pilgrim Hall, the adjacent Kitchen or any other space in the building.
- Church members are not expected to make the rental fees listed above for the use of any FCCB facility for funerals or memorial services.
- Rental Fees are expected for the use of FCCB facilities for weddings.
- Non-church members should pay the Rental Fees listed for use of FCCB facilities for weddings and for funerals and memorial services.
- Reservations of the Meetinghouse or Walker Chapel for weddings, funerals or memorial services do not include the services of FCCB staff. FCCB staff are available for such services according to a Fee schedule available in the Church Office.