

# First Congregational United Church of Christ

## Facility Usage Request

Today's Date: \_\_\_\_\_ Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address (street, city, state, zip): \_\_\_\_\_

Rental Date: \_\_\_\_\_ Rental Time: from \_\_\_\_\_ to \_\_\_\_\_

Event: \_\_\_\_\_

I/we, the undersigned agree that I/we will not permit any unlawful business or activity on the premises of First Congregational United Church of Christ (FCUCC), and no use shall be made thereof which shall be unlawful, noisy, offensive, or contrary to any law of the State of Michigan or ordinance of the City or Township of Grand Blanc. Further, I/we understand that I/we will be responsible for all injuries or damages to any person or property arising from the rental of the premises on the above date and that I/we shall be responsible for all activities and behavior of occupants during the rental period. I/we understand that First Congregational United Church of Christ has the right to cancel this rental if the use of this building is considered objectionable in any way. I/we understand that I/we are bound by the following rules and policies:

### First Congregational United Church of Christ Rules and Policies

1. The building and the adjacent grounds are under the general supervision of the FCUCC representative.
  - a. The FCUCC representative shall have the authority to restrict the use of the building and grounds when, in his/her opinion, such use is detrimental to the operation of the facilities or in violation of these rules and policies.
  - b. The building shall be subject to inspection at any time by the FCUCC representative.
  - c. FCUCC reserves the right to halt any function deemed "out of control" by the FCUCC representative.
  - d. FCUCC reserves the right to require certified security personnel of its choice at renter's expense.
2. Renter shall abide by policies regarding decorations and equipment:
  - a. No decorations shall be attached to the ceilings, lights, walls or doorways. No tacks or staples shall be used to affix decorations.
  - b. Contact the FCUCC representative (695-0550 ext. 22), one week before your rental date to arrange for deliveries and decorating.
  - c. No equipment shall be transferred from one room or floor to another without explicit permission from the FCUCC representative.
  - d. Use of the facility's public address system is not included in the rental.
3. Cooking is NOT permitted in the facility. A licensed caterer must supply all food and a copy of their license must be supplied at least seven (7) days prior to the event.
  - a. Caterers must be licensed by the health department and must carry general liability insurance.
  - b. Caterers must leave the kitchen in the same condition as they found it. If they do not, a cleaning charge will be assessed on the renter's deposit.
  - c. Items taken from the kitchen will be charged to the renter's deposit.
  - d. All food shall be served and consumed inside the Fellowship Hall and Christian Life Center buildings only.
4. Renters must conform to state laws and FCUCC policies regarding alcohol.
  - a. If alcohol is to be served, renter authorizes specific release for any liability associated with the serving of alcohol and the use of the church facilities. Renter also agrees that if alcohol is to be served, a one-day Liquor Liability Insurance Policy will be obtained. First Congregational United Church of Christ does not provide any services in the serving of alcoholic beverages.
  - b. No one under the age of 21 or without picture identification will be served alcohol.
  - c. Wine must be served in a 5 oz. or smaller glass. All other alcohol must be served in a 12 oz. or smaller cup.
  - d. No beverages may be taken or consumed outside the Christian Life Center or Fellowship Hall. No alcohol may be consumed in the Sanctuary, Narthex or any other area of the church facility.
  - e. A temporary liquor license is required of groups wishing to sell alcoholic beverages.
5. FCUCC does not accept any liability associated with the use of the church facilities. On behalf of all parties using the facility, the renter does hereby release and forever discharge and hold harmless First Congregational United Church of Christ and its successors and assigns from any and all liability, claims and demands of whatever kind of nature, either in law or in equity, which arise or may hereafter arise from use of this facility. Renter understands that this Release discharges First Congregational United Church of Christ from any liability or claim that any person using this facility on these dates may have against First Congregational United Church of Christ with respect to any bodily injury, personal injury, illness, death or property damage that may result from use of this facility, whether caused by the negligence of First Congregational United Church of Christ or its officers, directors, employees or agents.
6. Gambling in any form is prohibited
7. Smoking is NOT allowed in the facility.
8. Renters must abide by the following time restrictions:
  - a. All music must cease by 11:30 PM.
  - b. All guests must vacate the premises by (midnight) 12:00 AM. Renter is responsible for all personal property and must remove it from the premises by (midnight) 12:00 AM.
9. Facility must be returned to same condition in which it was found. Renter is responsible for any and all breakage, damage, and loss of property resulting from the occupancy and use of the building and grounds.
10. Renter must abide by and enforce all rules and policies.

## Schedule of Remittance

1. To guarantee your rental date and time, renter must make a security deposit of \$200 within 7 days of initial inquiry or reservation. The deposit is forfeited if renter cancels within seven days of rental date.
2. Balance of fees must be paid a minimum of seven days before rental date.
3. Security deposit will be returned within 30 days after rental date if the facility and property were left in proper condition (see specific requirements under rules and policies). Unless otherwise specified, refund will be mailed to renter's name and address as indicated on this contract.
4. No credit for unused dates will be issued regardless of circumstances.
5. All checks should be payable to First Congregational United Church of Christ.

Church members, for non-church or family-type activity (*shower, birthday party*)

Church sponsored sports teams  
 Non-profit & civic groups, community service organizations  
 See price list this column

Non-church sponsored sports teams (*requested by members or non-member*)

All other groups (*including business & for profit groups*)  
 See price list this column

Church member must be present for above events and is responsible for security and clean up.

Church Staff/Member must be present for above events.

Sanctuary ( <i>prior approval by Senior Pastor</i> )	\$ 75.00 per hour	\$125.00 per hour
Fellowship Hall (under 100 persons)	\$ 50.00 per hour	\$100.00 per hour
Small Kitchen (under 100 persons)	\$ 25.00 per hour	\$ 50.00 per hour
Large Kitchen (100+ persons)	\$ 50.00 per hour	\$100.00 per hour
Gymnasium:		
Recreational	\$ 20.00 per hour	\$ 35.00 per hour
Dinner/Banquet (100+ persons)	\$400.00 per event	\$600.00 per event
Meeting Rooms	\$ 10.00 per hour	\$ 20.00 per hour
Tables & Chairs	\$ 25.00 per day	n/a
Wedding Ceremony	\$450.00 (per event, includes non-refundable \$50 deposit)	\$650.00 (per event, includes non refundable \$50 deposit)
Cleaning Fee	\$ 75.00 per event (based on need)	\$ 125.00 per event

Room Requested \_\_\_\_\_ No. of tables \_\_\_\_\_ No. of chairs \_\_\_\_\_ No. of people attending \_\_\_\_\_

Special needs \_\_\_\_\_ Set up requested \_\_\_\_\_ Alcohol being served: \_\_\_\_ Yes \_\_\_\_ No

<b>Fees:</b>	<b>Security Deposit</b>	<b>\$200.00</b>
	<b>Rental Fee</b>	\$ _____
	<b>Cleaning Fee</b>	\$ _____
	<b>Other Fees</b>	\$ _____
	<b>Total</b>	\$ _____

I/we certify that I/we have read all of the above and fully agree to the rules, polices, and terms stated herein.

\_\_\_\_\_  
**Renter Signature**                      **Renter print name**                      **Date**

\_\_\_\_\_  
**Renter Signature**                      **Renter print name**                      **Date**

\_\_\_\_\_  
**Dr. Max B. Hayden, Senior Pastor**                      **Date**