

**AGREEMENT FOR USE OF FACILITIES**  
**CENTER CONGREGATIONAL CHURCH**  
 474 Broad Street  
 Meriden, CT 06450

Name of Group or Organization \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail \_\_\_\_\_

Description of the Event: \_\_\_\_\_

Date(s) & Time(s) of Event: \_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_

<u>Facilities Requested:</u>	<u>Suggested Contribution Schedule</u>	
	<u>Weekly Meetings*</u>	<u>Monthly Meetings</u>
_____ Fellowship Hall	\$35 for 1 <sup>st</sup> hour \$20 each additional hour	\$50 for 1 <sup>st</sup> hour \$30 each additional hour
_____ Federal Room	\$25 for 1 <sup>st</sup> hour \$15 each additional hour	\$35 for 1 <sup>st</sup> hour \$20 for each additional hour
_____ Lower Level Room	\$15 per hour	\$15 per hour

\*Same suggested contributions apply for one-time use

NOTE: The Chapel and Sanctuary may be rented to non-members at the discretion of the Minister.

Does Group / Organization carry Liability Insurance? Yes \_\_\_\_\_ No \_\_\_\_\_  
 If yes, please attach copy of certificate of insurance.

I, the undersigned, shall be responsible for all costs incurred for the use of church facilities and have read a copy of the "Rules For Use Of Church Property" and agree to abide by them.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Effective 4/1/11

**Center Congregational Church**  
**RULES FOR USE OF CHURCH PROPERTY**

1. Groups wishing the use of the church property need to apply for permission through the church office. Usage of the facility must be approved by the Board of Trustees or its Designee. Such request should be sufficient in advance to allow the Board to act on it. All persons using the facility do so at their own risk and Center Congregational Church will not be held responsible for any injury or damage sustained on church property. The user agrees, as per consideration for such use, to Hold Harmless & Indemnify Center Congregational Church for any liability for bodily injury or property damage.
2. Use will be limited to the room(s) reserved, except for restrooms and hallways.
3. All organizations not affiliated with the Church, who apply for use of our facility, are required to furnish (before the event) a certificate of liability insurance naming the church as an additional insured.
4. No smoking, alcoholic beverages or drugs are allowed on premises.
5. All costs associated with the repair of damaged or vandalized property shall be assessed to the party applying to use the facility.
6. All recognized Center Congregational Church affiliated groups, committees, and individuals shall be permitted to use the buildings without charge.
7. Church groups shall have priority over non-church groups in case of conflicting dates. Permission may be revoked for use of church property when and if it is necessary to schedule emergency church functions. This right would only be exercised after due consideration of the factors involved
8. The size of the groups using the facility shall be in accord with all safety and fire regulations. Please check with the church for the maximum allowable occupancies of each room.
9. Groups using the facility are responsible for clean-up. Rubbish should be placed in proper containers. If your group is serving food, all garbage and other refuse is to be put in the dumpster (located in the parking lot). Anyone utilizing the facility shall be required to leave the facility in the condition in which they found it.
10. All groups of children and youth must be adequately supervised by adults.
11. If there are not other groups or persons using the facility, please be sure all lights are turned off and all doors locked when you leave.
12. Nothing is to be taped or tacked to any walls in the building.
13. Outside doors are not to be propped or wedged open. Windows are not to be opened when the heat is on. If opened during the summer, they must be closed when you leave.
14. Arrangements for a key to the building must be made with the church office prior to the event, and will be maintained by the contact person only. Keys must be returned promptly after the event.
15. Payment of suggested contribution to the church office is required prior to the planned event. Checks should be made payable to "Center Congregational Church".
16. Exceptions to the above rules and suggested contribution schedule may be made at the discretion of the Board of Trustees.