

GUIDELINES FOR USE OF FACILITIES

First Congregational Church - 6 Kirby Road - Washington, CT 06793

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The First Congregational Church grants the privilege for use of our facilities to groups and individuals whose application is approved by the Church Administrator, under guidelines established by the Board of Trustees. Use of our buildings is granted for educational, cultural and Christian nurture programs at times that do not conflict or interfere with use of the facilities by our congregation. It is understood that individuals and groups using the facilities will adhere to the following guidelines:

1. A certificate of liability insurance naming the First Congregational Church of Washington, CT as additional insured with the limits of liability of \$1,000,00 (combined limit of bodily injury and property damage) must accompany all applications.
2. Use only the room(s) approved for your use.
3. Insure that all members of your group are aware of fire extinguisher locations and fire exits.
4. Provide adequate supervision of minors with your group. Supervisors of minors should be in attendance at least fifteen minutes before the event begins and remain until the last minor leaves.
5. Tables and chairs and other furniture may be rearranged to suit your needs provided you return everything to its original location. In the Parish House, room arrangement diagrams are posted in most rooms. We do not normally provide any help with room setup. If you have special needs or will require extensive setup, you may wish to hire the Church Sexton (if available) to assist you.
6. The piano in the Meeting House is a very valuable instrument. We prefer that it not be moved. If you find it absolutely necessary to move the piano, advance arrangements must be made so that it is moved properly. Please contact the Church Administrator at least a week before your scheduled use.
7. Wine and beer may be served in Wersbe Hall, but no hard liquor. Smoking is prohibited in all church buildings.
8. Provide your own paper goods, decorations, tablecloths, napkins, towels, etc.
9. Leave the facility in better condition than you found it. Return all tables, chairs and other furniture to their proper place. Tidy up bathrooms. As necessary, sweep floors and mop up any spills.
10. When leaving, please close all windows, turn off all lights and lock all doors. (Check even ones you didn't use.) In cold weather, set thermostats to 62 degrees.
11. Report any damage or unusual situation to the Church Office (860-868-0569).
12. If needed, keys to the facility may be obtained from the Church Office. They should remain in the possession of the person in charge and be returned promptly the day after your program or event.

PLEASE NOTE: PARKING IS A MAJOR PROBLEM!! There are a very limited number of parking places in the Green area. Most cars park along the street. The streets are not wide enough for parking on both sides. As you plan for the arrival of your group, please take into consideration that access to private residences, the Post Office, and the Washington Deli need to be assured. It is equally important that emergency access to all buildings in the area remain clear. See map on the reverse side.

If your event is going to be sizeable, you may wish to contact the Resident State Trooper at 1-860-868-2100 to help with traffic control. You may be able to make arrangements to use nearby parking areas. We suggest that you contact the following: The Gunnery School (868-7334); Gunn Memorial Library (868-7586); The Washington Club (868-0376); and St. John's Episcopal Church (868-2527).

Thank you for respecting the character of this Historic District.