

# First Congregational United Church of Christ

5 East Main St P.O. Box 66

Berlin Heights, Ohio 44814

419-588-2102

## Application for Use of Church Facilities

Date of Application \_\_\_\_\_ Name of Organization \_\_\_\_\_

Name of person making the application: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date(s) desired: \_\_\_\_\_ to \_\_\_\_\_ Time(s) \_\_\_\_\_ to \_\_\_\_\_

Expected attendance \_\_\_\_\_

### Facilities desired and Fee Schedule:

No charge for church groups. (See reverse side for definition of groups)

	Community Groups	Private Groups Members	Non-members
_____ Kitchen*	\$25.00	\$25.00	\$25.00
_____ Social Hall	\$25.00	\$50.00	\$75.00
_____ Sanctuary*	\$75.00	\$75.00	\$100.00

\*There is no charge for the kitchen if the event is serviced by Women's Fellowship.

\*There is no charge for the sanctuary for weddings of church member(s).

The rental for use of facilities is payable ten (10) days in advance and may be sent to the church office.

### **Church Policy:**

1. Church activities will take precedence over all other activities
2. Regularly scheduled activities will receive priority or special activities.
3. Applying organization will be responsible for room arrangement, including set up of tables and chairs, and the return of the room to the original arrangement.
4. Nothing may be put on the walls anywhere in the building.
5. The user should leave all facilities neat and clean. A \$30.00 charge will be assessed if janitorial services are required.
6. The church welcomes the opportunity to have its facilities used by worthy organizations and asks that the facilities be used with respect for the nature and purpose of the church, and with regard to good decorum.
7. No alcoholic beverages will be served, and there will be no smoking in the building.
8. The renting person or organization will be assessed to cover any damages.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **Definitions:**

**Church groups include:** All church boards, committees and organizations that are a part of the church. All Scout groups, the Berlin Heights Community Center including the After School Club. All service organizations with meals that are served by Women's Fellowship.

**Community groups include:** Garden Club, Historical Society, School groups, Political parties, Basket Festival Committee, etc.

**Private groups include:** Wedding receptions, graduations, showers, birthday and anniversary parties, etc. not served by Women's Fellowship. Privately catered non-church meetings, and other special gatherings.