

Request for Use of Building
First Congregational Church of Mukwonago
231 Roberts Drive • Mukwonago, WI 53149 • 262-363-7249

Instructions: Fill out the entire form, checking appropriate boxes or filling in lines. Any incomplete forms may result in a delay in getting the event approved. **Requests need to be turned in to the church secretary at least 30 days prior to the event. All events are subject to approval by the First Congregational Church Council.**

Today's Date _____

Name of Person, Party, or Organization making Request _____

Contact Name and Phone: _____

Reason for Request _____

Room(s) Requested

Date of Event

Start Time

End Time

☐ Koeffler Fellowship Hall

☐ Sanctuary

☐ Classroom Space

☐ Kitchen*

*List planned use of appliances and/or dishes (The dishwasher is not available for use)

Approximate number of participants _____

Please check the following that apply

☐ One Time Use

☐ Recurring Use

☐ We will provide our own clean-up and will leave the premises as clean as we found it. Clean-up includes putting tables back in their original locations, putting away any additional tables that were put out, emptying of the trash bags and placing them in the outside trash receptacle, sweeping or vacuuming of any floor soiled, washing of soiled tables, dishes, or other items used.

☐ We request Custodial Services for an additional fee – charges starting at \$40.00.

☐ We have electrical appliances or equipment that will be used on a regular basis.

****For Office Use Only****

Amount Due: \$ _____

Deposit Required: \$ _____ Balance Due 30 Days Prior to the Event \$ _____

Approved by Church Council _____ Date: _____

Building Use Policy for First Congregational Church of Mukwonago

1. Use of the facility and grounds will be granted only to groups, events or organizations whose purpose and practice is in keeping with the mission and values of First Congregational Church as determined by the Church Council.
2. Outside groups will be permitted to use the Church with a representative of the congregation in attendance, or when one member in authority in the group has been delegated responsibility by the Church Council. This person or persons shall ensure that the group(s) confine their activities to the authorized area, and shall secure the building at the end of the activity, including turning off all lights, heat or AC.
3. All persons and groups using the church must report any damage to the church secretary. A note should be left on the secretary's desk in the office. Please follow up with a call to 262-363-7249. The repair or replacement cost will be billed to the person or group.
4. Outside organizations meeting in the Church on a regular basis, must meet with the Church Council or a representative of the Church Council at least once a year, for the purpose of communication regarding the policy and the resolving of any problems that may have arisen. A telephone interview may be sufficient for groups which the Church Council does not feel a formal meeting is required.
5. Denominational and Inter-denomination groups in which the Church participates may have free use of the building.
6. Recognizing that sharing the use of the building of First Congregational Church for worthwhile purposes is part of the Christian way, the Church Council (at its sole discretion) may accept a donation in lieu of the guidelines noted above.
7. The Building Use Agreement will be reviewed on a yearly basis. First Congregational Church reserves the right to cancel the Building Use Agreement at any time or for any reason.

This is a legal contract. Read before signing.

GENERAL CONDITIONS AND AMOUNT OF FEE

It is agreed between First Congregational Church of Mukwonago, hereinafter referred to as FCC, and _____, hereinafter referred to as USER, that FCC, shall allow the USER access and the use of the FACILITY as conditioned and described herein, subject to all the policies and procedures of FCC, in consideration of \$_____.

This total fee includes the following: Usage fees \$_____ and custodial or other staff costs \$_____ in the total amount of \$_____. Additional custodial and/or staff costs may apply.

The following guidelines for fees are established for one-time use of the building and its spaces by non-member individuals and groups:

Koeffler Hall	\$75.00
Sanctuary	\$150.00
Classroom Space	\$50.00
Kitchen	\$75.00
(Dishwasher is not available for use)	

*Voting Members of the First Congregational Church are able to use the building and equipment of the church subject only to a custodial fee of \$40.00. (Additional custodial fees may apply)

The undersigned has been given authority to act for and be responsible for the USER making this application. USER will see that the FACILITY is not misused or abused, that there is proper adult supervision at all times, that the FACILITY is used in conformity with all policies and regulations of FCC, and that all other terms of this BUILDING/FACILITY USE AGREEMENT are adhered to and followed.

The undersigned understands and agrees that this BUILDING/FACILITY USE AGREEMENT does not establish an employer-employee relationship between USER and FCC, that the event is neither a conducted event nor a sponsored event of FCC. In addition, it is understood that FCC will not exercise any physical or other control over the operation of the event other than those already spelled out in this BUILDING/FACILITY USE AGREEMENT. In addition, USER understands that FCC is not providing any supervision by this agreement.

NO OTHER PROMISES OR WARRANTIES

☐ USER understands that no promises are made otherwise than what is contained in this agreement, that no warranties have been made that the FACILITY will be adequate for USER's planned use, and that USER accepts the FACILITY in an AS IS condition. **USER to initial box to left.**

☐ USER has inspected the facility to be used and has independently determined that it is suitable and safe for their particular purpose. **USER to initial box to left.**

INSURANCE [Check Where Applicable]

LIABILITY INSURANCE

USER at its sole cost and expense shall maintain during the DATE(S) OF USE of this agreement public liability insurance insuring against ALL liability of USER, FCC, and their authorized representatives arising out of and in connection with USER'S use of the FACILITY, with a single liability limit of:

Check Appropriate Box

☐ \$500,000 ☐ \$1,000,000 ☐ \$_____ ☐ N/A

PROPERTY DAMAGE INSURANCE

USER also at its sole cost and expense shall maintain during the DATE(S) OF USE of this agreement property damage limits covering the facility to be used of not less than:

Check Appropriate Box

☐ \$500,000 ☐ \$1,000,000 ☐ \$_____ ☐ N/A

It is the intention of both USER and FCC that both the public liability and property damage insurance shall insure performance by USER of the express indemnity provision contained below. However, the limits of such insurance shall not limit the liability of USER hereunder.

FCC shall be named as an additional named insured on the insurance policy purchased by USER, which is the subject of this agreement.

USER agrees to provide FCC with a copy of the certificate of insurance evidencing that it has complied with the insurance requirement of this agreement.

EXPRESS INDEMNITY

USER agrees to save, indemnify, and keep harmless FCC against any and all liability, claims, judgments, or demands, including demands arising from injuries or death of persons (USER'S employees included) and damage to property, arising directly or indirectly out of obligations herein undertaken or out of the operations conducted by USER, save and except claims or litigation arising through the sole negligence or sole willful misconduct of FCC. It is the intention of the parties that the indemnity provided for by this agreement provides for indemnity to the fullest extent provided for by law.

Signed _____ Date _____
Authorized FCC Representative

Signed _____ Date _____
USER

Organization _____

Contacts

Name	Phone	Key #
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