

# First Congregational Church of Naples, Building Rental

- The purpose of use including any event content must not be in conflict with First Congregational Church of Naples (FCCN) mission and core values.
- Rental of the FCCN facility will be limited to approved facility areas. Other areas in the building maybe scheduled for other purposes at the same time.
- Complete the Building Use Policy & Rental Agreement Form (this form) to start the rental process and submit to the church office.
- A payment of \$100 will be required to secure the facility. This is non-refundable and will be applied to the total rental fees. The facility is considered reserved when a payment of \$100 is made.
- An insurance policy for your event is required. Please provide proof within 30 days of the event.
- FINAL PAYMENT is due 14 days prior to the event.

\* Indicates required question

---

1. Date Building is Needed \*

\_\_\_\_\_  
*Example: January 7, 2019*

2. Your name \*

\_\_\_\_\_

3. Phone number \*

\_\_\_\_\_

4. E-mail \*

\_\_\_\_\_

5. Type of Event \*

---

6. Time Building is Needed \*

(please include set up and tear down)

---

*Example: 8:30 AM*

7. What building space do you need? \*

*Check all that apply.*

Fellowship Hall

Sanctuary

Both

8. Do you need a sound operator? The sound room and sound equipment are not to be used by the renter unless a sound operator (Staff of the Church) is hired. \*

*Check all that apply.*

Yes, please see below fee schedule

No

9. Summary of Services and Total Cost: \*
- (Please write total below the fee chart.)

**RENTAL DEPOSIT & FEES**

- 1) The facility is considered reserved when a payment of \$100 is made.
- 2) An insurance policy for your event is required. Please provide proof within 30 days of the event.
- 3) Facilities rental fees will be assigned based on specific room requests in accordance with the Rental Chart schedule below.
- 4) Please circle which building you will be using, the length of time, and if you need a sound operator.

Location	Building Rental Fee	Mandatory Facility Usage Fee	Sound Operator Fee
Fellowship Hall	\$500 6 Hours or \$750 for 12 Hours*	\$225.00**	-
Sanctuary	\$500 6 Hours or \$750 for 12 Hours*	\$225.00**	\$100 Rehearsal (1 Hour) \$200 Day of Event \$25 Live Stream of Event

**Minster's Fee for non church member weddings: \$400, including rehearsal.**

\*The building is not prorated if used for less than 6 hours.

\*\*If both the fellowship hall and sanctuary are used, there is only one Facility Usage Fee.

---



---



---



---



---

10. 1) FCCN functions and activities have priority over other renters. Rental applications are considered in the order received. \*
- 2) In the case of ongoing use, such as weekly or monthly rental of facilities, FCCN reserves the right to preempt the use of the facilities. In such cases, at least two weeks' advance notice will be sent to the group's contact person. In an emergency, such as a power outage or funeral, FCCN will provide as much notice as possible.
- 3) Freestanding candles, devices that might overload electrical circuits, or anything else that might be deemed a fire hazard are prohibited.
- 4) No alcoholic beverages or controlled substances are allowed in the building or the parking lot or surrounding land. Smoking is not allowed in any part of the building or immediately outside our facility.
- 5) Nothing may be attached to walls, pews, ceilings, or floors that might damage them. All decorations must be removed. THERE IS TO BE NO USE OF ANY TYPE OF GLITTER or FIREWORKS. If Glitter is found after an event, there will be a \$1000 cleaning fee.
- 6) Renters are required to remain in areas specified in the agreement and are responsible for keeping group participants confined to those areas.  
\*This includes the sound room. The sound room and sound equipment are not to be used by the group unless a sound operator (Staff of the Church) is hired. Any damage or need to reset software based on use without permission will result in the renter paying the actual cost of repair technicians and parts.
- 7) Children may be present only in the direct care of responsible adults. They must never be left unattended on church premises at any time.
- 8) After each event, upon leaving the building, you must make certain that:
- All lights and appliances are off.
  - All doors are locked.
  - Garbage and trash are disposed of properly in the outdoor cans.
  - The room is returned to its condition before the meeting including the arrangement of tables and chairs.
  - The floor is swept.

If the kitchen is used:

- All eating and preparation surfaces are washed clean.
- All dishes or other kitchen items are washed, dried, and put away.
- No food items are left on the premises or in the refrigerator or freezer. Unless they are for donation.
- Garbage disposal must be clean

A mandatory facility usage fee will be applied to all reservations. This fee includes basic tidying and cleaning of the facility following the event, restocking of restroom supplies, and the opening and secure closing of the building.

Licensed contractors will conduct any damage or repairs and will be billed to the renter, as they are responsible for payment.

9) FCCN assumes no responsibility for the tenant's use of the building and facilities and has no liability to the user for such use. Further, the user agrees to indemnify and hold FCCN harmless from all third-party claims, liability, or damages arising out of such.

10) Please be aware that FCCN reserves the right to cancel or change this agreement at any time, particularly due to ministry activities and needs.

11) It is crucial that building keys are returned within 48 hours of the event.

12) The hall must be returned in the same condition in which it was received. All church tables and chairs must be reset to their original arrangement, whether or not they were used during your event. The church does not set up, tear down, or move tables or chairs prior to or after events. If rental supplies are used, the renter is responsible for receiving and coordinating directly with the rental company.

13) Any items that were used or rented for your event must be dropped off and picked up during your rental time frame unless a separate agreement is made in writing.

By typing your name and submitting payment, you agree to comply with FCCN's building regulations and acknowledge that FCCN is not responsible or liable for damages, lost or stolen items, injuries, or any other claims.

---

---

This content is neither created nor endorsed by Google.

**Google Forms**