



Church of Christ Congregational

5 Old Middle Street · P.O. Box 216

Goshen, CT 06756

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Facility Use Contract

The Church of Christ Congregational, Goshen, CT acting through the Governing Board, agrees to share its facilities with the public according to the rules stated in this contract.

Name of renter: _____ Date: _____

All users are asked to share in meeting the operational expenses of this public use according to the following rates:

A. Parish Hall with full kitchen privileges	\$350.00 (per day): \$175.00 (*half day)
B. Parish Hall (no kitchen privileges)	\$250.00 (per day): \$125.00 (*half day)
C. Fellowship Room with full kitchen privileges	\$250.00 (per day): \$125.00 (*half day)
D. Fellowship Room (no kitchen privileges)	\$150.00 (per day): \$75.00 (*half day)
E. Kitchen only (Parish Hall)	\$25.00 per hr: (with a 2 hr min. = \$50.00)
	\$150.00 (per day: for 6 or more hours)
F. Single Classroom for one time use	\$35.00 (per use)
G. Single classroom for an ongoing use	\$20.00 (per use)
H. Sanctuary (Weddings, Funerals, etc.)	\$250.00 (Honorarium for Church Members and Church Affiliated)
I. Church Cleaning Fee / Deposit	\$30.00
J. Opening/Closing buildings	\$20.00
K. Pastor's Funeral Fee	\$200.00 (\$150 burial only)
L. Pastor's Wedding Fee	\$200.00
M. Organist	\$150.00
N. Setup and breakdown of tables & chairs	\$15.00

* "Half Day" is 5 hours

The Church reserves the right to waive certain rental fees for certain groups. Pastor has discretion.

A separate cleaning deposit check of \$30.00 must accompany the filled-out agreement and payment to secure the space. The deposit check will be returned, as long as the space is left in the condition it was rented in.

1. This agreement shall become effective only when a signed copy of this contract is received by the facilities coordinator with the proper rental fee/deposit. Please make checks payable to the **Church of Christ**.
2. The renter/user will provide a copy of liability insurance coverage naming Church of Christ Congregational, Goshen, CT as additional insured.
3. Alcoholic beverages are not permitted on the property.
4. Smoking is not allowed in the facility.
5. Before leaving the facilities, please check the following:
 - All lights are turned off in the restrooms, kitchen, hall and all classrooms.
 - Be sure the outside light is on (the new parking lot is very dark)
 - Heat is set back in all rooms to 60°.
 - All doors are securely locked.
 - Floors are swept and any spills are mopped up. (brooms/mops behind door in kitchen)

6. Our classrooms are setup for Sunday School classes. No one should enter these rooms unless your meeting is scheduled in a classroom. Children are not to use hallways without supervision.
7. To prevent wall damage, thumb tacks and tape are not permitted.
8. If the kitchen will be or has been utilized, please check the following:
 - No use of Styrofoam
 - All coffee pots are unplugged
 - Dishwasher is used according to posted instructions
 - All dishes, coffee pots, etc. are washed and put away
 - Sinks are wiped clean
 - Tables, counters and stove are wiped clean
 - All food and beverages are removed
 - All church towels are laundered and returned
 - The floor is swept and, if necessary, mopped
 - All recycling is left clean and ready for pickup in the bins located in the kitchen, Please flatten cardboard boxes and property tie them (string is located in the kitchen). If you do not wish to take the time to properly clean and prepare recyclables, take them home.
 - Please empty all garbage cans (dumpsters are located outside the kitchen, new garbage bags are located in the kitchen)
 - Close all windows
 - Equipment is cleaned and returned to its storage area
 - All tables and chairs are returned to storage in the grill room
 - Anything used from the kitchen is washed properly and returned to storage
 - Nothing should be stored on or left on the grill(s)

***Please report anything that is broken. The facility will be checked after each use.**

Reason for Rental: _____

Renter(s) will set-up and take down the tables and chairs for our event. (**please see N. on page 1 of this form*)

Name of Organization: _____

Contact information for people responsible for this event/rental:

Name _____

Address: _____

Phone: _____ Email: _____

Name _____

Address: _____

Phone: _____ Email: _____

Additional contact information can be added to the back of this sheet if needed.

Please include all dates of use for the year 20_____

Month	Date	Times	Room(s) Requested

Users of the facilities shall indemnify and hold the Church harmless from and against any and all liability for personal injuries, property damage, or for loss of life or property resulting from, or in any way connected with, the condition or use of the facilities covered by this contract. Or any means of ingress to or egress from such facilities, except liability for personal injuries, property damages, or loss of life or property caused solely by the negligence of the Church.

Renter's Signature: _____ Date: _____

_____ \$30.00 cleaning deposit included with agreement / check # _____

(Rev. 1/3/19 TV)

(office use only: _____ entered in calendar)