

Facility Use Policy & Rental Agreement

Welcome to Friends Congregational Church! It is important that we share with you our understanding that the primary use of this building is for worship and teaching, and that we believe God is present here at all times. In that consideration, we ask that you treat the building and grounds with care, and return the space to its original set-up and condition. Friends Congregational Church reserves the right to decline facility requests for any reason.

GENERAL INFORMATION

- The church and church-sponsored groups have first priority in the use of the building.
- No red dyes, red food coloring, or red beverages are allowed in the church building due to possibility of staining carpet.
- Friends maintains a smoke-free & tobacco free environment in our building and on our grounds.
- Handguns are prohibited in our building and on our grounds.
- Close supervision of young children by users/participants during the course of a meeting or program is mandatory. A supervising adult must be on watch for potentially dangerous activity at all times.
- Hard liquor is not permitted in the building or on the grounds. White Wine, champagne, and/or beer are allowed, subject to an additional fee. See rate schedule.
- We require your signature on the attached application. Your signature as a representative of the group using the building constitutes an agreement to release Friends Congregational Church and the United Church of Christ (UCC) of all liability during, or resulting from, your scheduled event.
- Reservations are not considered final until a facility agreement and deposit are on file.

Facility Usage Information

AUDIO, SOUND, and STAND-ALONE SYSTEMS

Sanctuary Audio/Visual (AV) Equipment

Friends has an AV system that includes wireless microphones (lapel and hand held), microphone at podium, three (3) handheld corded microphones, an audio control box and two (2) HD TVs that are mounted at the front of the sanctuary. This equipment may only be operated by one of the members of our trained AV Team. If you are interested in using this equipment for your event, the following items must be included in your contract:

1. A member of the AV team must be available for the date of your event. If an AV team member is not available on your requested dates, we will not be able to provide access to the equipment. See fee schedule for AV team member rates.
2. When submitting images to the AV team, you must use either JPG, PNG, or GIF document format. A completed power-point presentation may be presented. For video use we have Quick Time (MPA and MP4), Windows Media (WMV), or Flash Video (FLV) and for audio MP3. All submissions must be received by the AV team no later than 48 hours prior to the event. All presentation and audio files must be "presentation-ready." Audio and video production ARE NOT included in this contract.

Stand Alone Video System

Friends has a stand-alone HD TV with a Blu-ray/DVD player and the ability to connect a laptop via HDMI or VGA (cables included). This is good for intimate gatherings or may be rolled to the front of the center aisle of the sanctuary for the best possible coverage. See fee schedule for rates.

Stand Alone Audio System

The AV team, upon request and inclusion in the contract, can provide one corded microphone, 2 speakers (on speaker stands) and a stand-alone amplifier, all of which will be set-up by our AV team. (Additional corded microphones may be available for rent. Please see fee schedule.) While set-up of the system by the AV team is required, a member of the AV team need not be present for its use. See fee schedule for rates.

CLOSING THE BUILDING

Please return the building to the way it was set up and in the condition in which you found it (unless otherwise directed). Any trash in a room that you use should be bagged and placed in the trash receptacles outside the kitchen door. Restrooms should be left clean. The vacuum is located in the hall closet just beyond the kitchen. Please vacuum up any spills or debris. If any classrooms are used, please be sure to put away toys, books, and any other items used as they were found, and see that the rooms are organized and clean.

DAMAGES

In the event of damage, the contracted group shall accept the amount of repair and replacement costs and any lost income resulting from Friends inability to use the property for its customary use, as estimated or otherwise determined by Friends, and shall pay Friends for such repair and replacement costs upon request.

EARTH STEWARDSHIP COVENANT

In line with our Earth Stewardship Covenant, Friends Congregational Church is mindful of the impact of our activities and programs on God's created world. We aim for sustainability in our practices, and we seek to limit negative impacts on our environment. Accordingly, we encourage groups using our facilities to recycle. For example, aluminum, glass, and plastic beverage containers, along with steel cans, can be rinsed and recycled.

There are two small recycling bins just outside the church kitchen. If these bins are full, additional recyclables can be placed in a plastic bag and left next to the bins.

EVENT HOST

An Event Host is required for all non-church functions, member and nonmember, unless otherwise arranged. The Event Host will be available during the specified hours of the event to answer questions, adjust thermostats, monitor the lights and generally help your function run smoothly. The Event Host will be the only person with key access to the building. See fee schedule for rates.

FURNITURE

No furniture and/or equipment, including but not limited to the piano, altar table, or electronic keyboard may be removed from the church for any reason. The altar table is for worship services only and should not be used for any reason. Tables and chairs must be cleaned and put back as found after use or moved. In the interests of safety and durability, do not allow anyone to sit on any of the tables or stand on the chairs.

KITCHEN

After the approved use of the kitchen, and its inclusion in the contract, please note the following requirements;

- all items must be returned to the proper storage place;
- countertops and appliances should be wiped clean;
- used linens (if applicable to the contract) should be placed in the basket provided;
- coffee pots and carafes should be cleaned and left open to dry on the counter;
- floor should be swept, and mopped, if necessary;
- dishwashers, if used, must be run using only 1 of the tablets (located under the sink) per each appliance.

Be certain that all appliances, coffee pots, other electrical appliances and lights have been turned off. Do not leave any open or unsealed food container in the kitchen or refrigerator. See fee schedule for kitchen rental rates.

LIGHTS

Please consult the Event Host for any changes needed to the lighting.

PARKING

Please park in the designated paved parking areas only. Clear all trash from the parking area after the event and deposit it in bins outside kitchen door (north side of building behind fence).

THERMOSTATS

The thermostats are pre-set. The Event Host will make any necessary adjustments.

WALLS AND DECORATIONS

No items shall be glued, taped, stapled or tacked to any walls or doors and no nails, screws or hooks shall be placed on any door or wall. "Blu-Tack" adhesives should be promptly and entirely removed after use. Please do not use any glitter because it is difficult to clean up. Please be extremely careful not to release any helium balloons.

WEDDINGS/HOLY UNIONS, RECEPTIONS, AND/OR OTHER FUNCTIONS

Plastic floor covering must be placed under all free-standing candles and candelabra to protect the carpet from dripping wax. Bird seed may be thrown outside the church only, and must be swept from the porch, steps and sidewalk following the event. **RICE MAY NOT BE USED.** If the kitchen facilities are used, coffee pots, dishes and other items which have been used must be washed and put away. The kitchen must be left clean. Any spilled liquids must be promptly sponged and mopped up to prevent stains on the carpet. **NO RED DYES, RED BEVERAGES, OR RED FOOD COLORING.** Any damages will be paid by the user.

WINDOWS

There are numerous windows located throughout the church. These windows are to remain closed at all times. No tape or tacks may be used on or around windows.