



## Church of Christ Congregational

5 Old Middle Street · P.O. Box 216

Goshen, CT 06756

Phone/Fax: 860-491-2793

Email: goshenchurch@sbcglobal.net

Web: www.goshenchurch.com

### 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 with no kitchen privileges	\$250.00 (per day): \$125.00 (*half day)
C. Kitchen only	\$25.00 per hr: (with a 2 hr min. = \$50.00)
	\$150.00 (per day: for 6 or more hours)
D. Single Classroom for one time use	\$35.00 (per use)
E. Single classroom for an ongoing use	\$20.00 (per use)
F. Fellowship Room with full kitchen privileges	\$250.00 (per day): \$125.00 (*half day)
G. Fellowship Room	\$150.00 (per day): \$75.00 (*half day)
H. Church (Weddings, Funerals, etc.)	\$
I. Church Cleaning Fee	\$
J. Opening/Closing buildings	\$
K. Pastor's Funeral Fee	\$150.00
L. Pastor's Wedding Fee	\$
M. Music	\$125.00
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.*

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. 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 has been utilized, please check the following:

- No use of Styrofoam
- All coffee pots are unplugged
- Dishwasher is used according to posted instructions
- 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
- All tables and chairs are returned to storage in the grill room
- Anything used from the kitchen is washed properly and returned to storage

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

Reason for Rental: \_\_\_\_\_

We 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: \_\_\_\_\_

Name \_\_\_\_\_

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

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

Name \_\_\_\_\_

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

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

