



Building Use Policies and Application Richmond Congregational Church



The Richmond Congregational Church is pleased to be able to make our space available to private, community and civic organizations needing a place to gather. Please review the guidelines and fee schedule and complete the Building Use Application on page 3. This form must be submitted to the church office with payment so that the church space can be scheduled and arrangements made to have the church open when needed.

Guidelines:

1. The Board of Trustees or the Pastor may decline a request for use of space at their discretion and would generally do so when the gathering is not in keeping with the principles of a Christian church.
2. In general:
 - a. The space is not available on Sunday morning.
 - b. Smoking is not allowed inside the building. Smoking is allowed outside the side door. Please be sure to use the bucket provided to extinguish cigarettes.
 - c. Children should be supervised.
 - d. Space not previously arranged for use is off limits.
 - e. Please do not use the Church phone except for emergencies.
3. Parking:
 - a. There is limited parking on Church Street directly next to the church property. The Church has two designated handicap spaces. No other parking is allowed on Church Street.
 - b. **Please encourage attendees to use the Town Center parking lot across the street. It may be helpful to designate a person to direct parking while guests are arriving.**
 - c. Please do not park in or turn around in neighboring driveways.
4. Chairs and Tables:
 - a. Chairs and tables are available for use. Users of the space are responsible for setup and take down.
5. Storage of Equipment and supplies:
 - a. Groups that have regular meetings may be given permission to store equipment, such as coffee makers, in the church storage area. This equipment and supplies must be clearly marked or in containers that are clearly marked.
 - b. Please do not use equipment or supplies without permission.
 - c. Please do not use equipment or supplies that belong to other groups.
6. The Kitchen:
 - a. Use of the kitchen must be arranged ahead of time and there is an additional fee.
 - b. The refrigerator can be used, but please do not leave anything that you brought with you in the refrigerator. Please do not use what is in the refrigerator when you get there.
 - c. **When using the stove, the OVERHEAD VENT MUST BE TURNED ON by the wall switch to the right of the stove. Even boiling water will set off the fire alarm, which will bring the fire department. Only the fire chief can turn off the alarm!**
 - d. You are responsible for cleaning the kitchen after use. This includes all dishes you have used.
 - e. Please report any breakage to the church office.
 - f. There are instructions on how to use the dishwasher posted in that area.
 - g. Trash containers are located in the kitchen. The barrels should be empty and have liners in them. **Please empty the trash by placing the tied trash bags in the dumpster located inside the green fence enclosure outside the side door.**
 - h. Unfortunately, we do not have the ability to compost. Please either take the compostables with you or place them in the trash.
 - i. Please return dishes, silverware, etc. to their proper place when done.

7. In case of an Emergency:
 - a. Fire Extinguishers are located and labeled throughout the building.
 - b. An **Emergency Contact List** is posted in the kitchen above the phone and also in the work room on the second floor above the phone.
8. **At the end of the your event:**
 - a. Please wipe down all surfaces you have used during your event.
 - b. Tables and chairs must be returned to the way they were when you arrived.
 - c. The floor must be swept and the trash emptied.
 - d. Make sure the stoves, vent, and dishwasher are off.
 - e. Please turn off the lights and lock the doors on the way out.
 - f. If the heat has been turned up, please turn it down to 60.

Fee Schedule

Available Spaces: (except Weddings)	Hour	Day	Week
Fellowship Hall* (FH)	\$30	\$100	\$300
Fellowship Hall w/ Kitchen*	\$70	\$200	\$500
Classroom	\$20	\$35	\$100
Other:			
	Fee		
Bereavement - FH	Donation Requested		
Sanctuary for Funerals/Weddings	\$100		
Sanctuary for Private Baptisms	\$150		
Parlor	Limited use available, case-by-case basis		
* = Deposit required for FH (refundable)	Damage deposit equal to the rental fee is required for all lessees (paid or free use)		
Key Deposit (refundable)	\$20		

Members & Ministry/Non-Profits:

- Members and Ministry/Non-Profit groups have free use of our space with the expectation of donations of either time or money.
- The Church costs approximately \$100 per day to run; this figure can be used by the lessee as a guide to determine the amount of a comfortable donation.
- Should a donation of time be chosen, further arrangements will need to be made with the chair of our Board of Trustees **prior to the event.**

Additional Fees & Information:

- Rental payment is due in full at the time the lease agreement is signed. Please note that space is leased on a first come first served basis, and that a signed agreement and payment are needed to secure the space.
- If the space is not left clean, cleaning fees will be taken out of the damage deposit at a rate of \$50 per hour.
- To receive the key deposit back, the key must be returned in person to the church office within one week of the end of the lease.
- **Important note regarding Funerals and Bereavement:** Funerals and bereavement services have precedence over other uses. Should a funeral or bereavement occur during lease period, it is understood that the lessee may need to relinquish use of leased space or move to a different space within the church to allow the funeral or bereavement service to occur. The Church will work with the Lessee to find an alternative space and, if appropriate, refund the rental fee on a prorated basis or allow the Lessee to make up the time at a later time.



Building Use Application Richmond Congregational Church



Please complete this application and forward to the church office. Once this application is approved, you will be required to sign a lease agreement.
Keep the **Building Use Policies** for reference.

Group Name: _____ **Today's Date:** _____

Contact Person: _____

Address: _____

Phone Number (s): _____

Email Address: _____

Date(s) Requested: _____ **If recurring – Start Date:** _____ **End Date:** _____

Time of Day: Begin: _____ **End:** _____

Type of Event: _____

Member, Ministry or Non-Profit Use: No Yes **If Yes, donation will be in the form of:** Time Money

- Should a donation of time be chosen further arrangements will need to be made with a member of our Board of Trustees **prior to the event.**

Key: I already have a key I will need to rent a key (Key will be available one week prior to event.)

Facilities Needed: Fellowship Hall Fellowship Hall w/ Kitchen Classroom Other (explain)

Notes:

Estimated number of people attending: _____ **Total Fee Due: \$** _____

(Including rental fee, damage deposit & key rental fee)

I/we acknowledge that I/we have read the Building Use Policies and agree to the provisions stated.

Signed: _____ **Date:** _____

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Church Use Only

Approved: Yes No, if no state reason: _____

Rental Fee: \$ _____ Damage Deposit: \$ _____ Key required: Yes No Date Loaned: _____ Returned: _____

Paid _____ Balance Due \$ _____ Placed on Church Calendar Custodian Notified

Additional Notes: _____