

COLUMBIA CONGREGATIONAL UNITED CHURCH OF CHRIST
325 RT. 87, P.O. Box 177
COLUMBIA, CT 06237
(860)228-8281
(860)228-9306

POLICIES FOR USE OF CHURCH FACILITIES
(Effective November 5, 2009)

It is the policy of the Trustees of the Columbia Congregational Church to permit as wide a use of the church buildings and grounds for religious, civic, educational, and charitable purposes as may be consistent with the requirements of the church itself. The policy also encourages the use of its facilities by members of the church and by official groups or committees of the church.

Church group shall not be charged for the use of the facilities, while outside groups shall be required to pay a minimal custodial fee for the clean-up work required and an additional fee if custodial services are needed during the event.

Person or groups wishing to use any of the church facilities shall make written application to the Chairman of the Board of Trustees at least two weeks in advance of the desired use. The Chairman shall be authorized to approve all requests that come within the purview of these policies.

THE FACILITIES AVAILABLE

1. Church Sanctuary
2. Parish Hall/Kitchen
3. Parish Hall/ Lounge
4. Classrooms

There will be a minimal \$25.00 custodial fee charged for the events scheduled by other than church organizations. All fees must be submitted with your application.

ORGANIZATIONS WHICH MAY USE THE CHURCH FACILITIES WITH NO FEE

CHARGED: All church or church-related organizations such as Boards of the Church (Men's Fellowship, Women's Guild, Choirs, Church School, Youth Fellowships, etc.)

ORGANIZATIONS WHICH MAY OCCASIONALLY USE THE CHURCH FACILITIES WITH NO FEE:

- GROUP 'A' – Civic and community service groups such as Boy and Girl Scouts, Recreational Council, Historical Society, Lions Club, Arts Council, Meals on Wheels, etc.
- GROUP 'B' – Charitable and non-profit groups such as Red Cross, Cancer Society, Alcoholics Anonymous, AL-ANON, AL-TEEN, Public Health, Nursing Association, etc.

Organizations which may occasionally use the church facilities without a fee are those civic or community service groups that in their Bylaws or other commitment statements purport to do community wide services for other members of our community. Actual instances of these services would be needed to qualify for free use of the facilities. Any groups not listed may apply for exempt status through the Chairman of the Board of Trustees.

RULES AND REGULATIONS GOVERNING THE USE OF FACILITIES

1. The officers of the organization and/or the applicant signing this request form will be Responsible for:
 - a. Determining which state and local laws pertain;
 - b. The conduct of those in attendance;
 - c. Any penalties due to infractions of state and local laws;
 - d. Any damage or breakage occurring from this event.
2. The officers of the organization and/or the applicant signing this request form will be solely and jointly responsible for any liability covering bodily injury and property damage combined, occurring from this event.
3. The Church and its officers are to be held free and clear of any liability that may occur while the church facilities are used by you and your group.
4. The church is supportive of environmental issues and asks that no Styrofoam or disposable plastics be used.
5. The use of alcoholic beverages is prohibited on all non-residential church property.
6. If using the kitchen; please observe and follow posted rules and procedures.

COLUMBIA CONGREGATIONAL UNITED CHURCH OF CHRIST

APPLICATION FOR USE OF FACILITIES

(Effective November 5, 2009)

Date of Request: _____

Name of Organization/Person: _____

Address: _____

If Organization, give name of President/Chairperson: _____

Daytime Phone: _____ Evening Phone: _____ Cell: _____

Home Address: _____

Name of Event: _____

Describe event in some detail: _____

Date of Event: _____ Time: _____ to: _____

What time should facility be opened? _____ Closed? _____

Specify if additional reserved time is needed for rehearsals or other special preparations:

FEE SCHEDULE

FACILITY REQUESTED:	<u>Church Member</u>	<u>Non-Member</u>
<input type="checkbox"/> Church Sanctuary	FREE	\$125.00
<input type="checkbox"/> Parish Hall/Kitchen	\$50.00	\$125.00
<input type="checkbox"/> Parish Hall/Lounge	\$20.00	\$50.00
<input type="checkbox"/> Classroom	\$20.00	\$50.00
<input type="checkbox"/> Sexton	\$50.00 (for weddings)	

In addition to the above fees, there will be a minimal custodial fee of \$25.00. All fees must be submitted with your application. Church organizations are fee-exempt.

Services Needed:	<input type="checkbox"/> Minister	<input type="checkbox"/> Organist	<input type="checkbox"/> Custodian	<input type="checkbox"/> Sexton
	\$225.00	\$150.00-250.00	\$25.00	\$50.00

When requesting the services of the Minister to perform a wedding ceremony, the honorarium is \$225.00; the fee for the Organist will be \$150.00 for funerals and \$250.00 for weddings.

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 - d. Any damage or breakage occurring from this event.
2. The officers of the organizations and/or the applicant signing this request form will be solely and jointly responsible for any liability covering bodily injury and property damage combined occurring from this event.
3. The church and its officers are to be held free and clear of any liability that may occur while the church facilities are used by you and your group.
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I HAVE READ, UNDERSTAND AND ACCEPT THE ABOVE RESPONSIBILITIES IN CONJUNCTION WITH THE USE OF THIS FACILITY.

_____ Signature of Applicant	_____ Date
_____ Address	_____ Home Phone
_____	_____ Daytime Phone

PLEASE REMOVE THE COPY OF 'POLICIES FOR USE OF CHURCH FACILITIES' AND KEEP IT WITH YOU.

_____ For Church Use Only	_____ Date
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Revised by the Board of Trustees November 5, 2009