

THE CONGREGATIONAL CHURCH

United Church of Christ
18 Maple Street
West Lebanon, NH 03784
Office (603) 298-8096

FACILITIES USE POLICY, PROCEDURES & APPLICATION

The West Lebanon Congregational Church is happy to provide the opportunity for church and non-church groups and individuals to utilize our facilities. The policies and procedures that govern such use are outlined below.

Priorities

1. Spiritual – The activities of the West Lebanon Congregational Church shall have priority over all other users and the church reserves the right to make changes to accommodate its own program. Other spiritual uses will be at the discretion of the Pastor.
2. Charitable – Use by not-for-profit organizations providing services to the community is encouraged and will be given the next priority.
3. Educational and Civic – Groups that support educational and other civic interests are welcome and will be given the next priority for use.
4. Other – Use of space for other social activities may be allowed only by approval of the Pastor and Trustees.
5. Commercial – Use of space for commercial activities is not allowed, except by special permission of the Trustees.

Reservations and Fees

Requests for use, or rental of the church facilities should be made through the Church Secretary as far in advance of desired use as possible. Cancellations should be made immediately. The church office can be reached at 603-298-8096. Acknowledgement and acceptance of these policies and the fees for use will be evidenced by the proposed user's signature at the end of this document.

When paying by check, please list the date(s) of reservation in the memo space, and when paying with cash, please include a note of date(s) reserved.

1. Regular Use – For not-for-profit service organizations that use the facilities on a regular basis, a standard fee, based on the amount of space used, will be negotiated. This fee will be reviewed periodically and may be increased if necessary to cover increased costs, on a thirty day written notice.
2. One-time Use – Payment will be required in advance for one-time use. A security deposit to cover potential damage may also be required, and if required, will be returned *after* the function and return of the key.
3. Special Use – For entities that wish to make use of the facilities for specific programs that may run for a period of days or weeks, a special rate and deposit will be negotiated prior to use.

Safety, Security, and Energy Consideration

1. Utilities – All lights shall be turned off prior to exiting the building.
2. Thermostats – Signs by each thermostat indicate appropriate instructions for vacating the building.

FACILITIES USE AGREEMENT

Date: _____

Renter(s) _____

Contact Person _____

Address _____

Telephone (Day): (____) _____ - _____ (Evening): (____) _____ - _____

Date(s) of Facility Use Requested _____

Number of Participants _____

Facilities Requested: *(Check all that apply)*

___ Sanctuary

___ Drake Room *(with use of Kitchen)*

___ Kilton Room *(without use of Kitchen)*

___ Classrooms *(indicate # requested)*

___ Kilton Room *(with use of Kitchen)*

___ Parking Lot

___ Drake Room *(without use of Kitchen)*

For Church Use Only	
Approved: _____	Denied: _____
Rental Fee Due \$: _____	Waived: _____
Date Key Returned: _____	
Security Deposit \$: _____	
Date Received: _____	Date Returned: _____

___ Check here if a waiver of fees is requested

___ Church Member ___ Not-for-profit group

This section must be completed -- Please check (x) one:

___ Certificate of Insurance on File (Include with this form)

___ We waive the certificate of insurance and accept full responsibility for damages and / or injuries sustained.

Organization Representative Signature

Date

Church Representative Signature

Date

TO BE COMPLETED WHEN KEY IS ISSUED

The undersigned has received **Key #** _____ for entry to the West Lebanon Congregational Church for the above function. I understand that as **Key holder**, I will be responsible for ensuring that all of the above conditions will be met, and the key will be returned to the church secretary or _____.

I further understand that the security deposit (if applicable) or additional fees, if any, may be forfeited; or a fee may be charged if the key is not returned.

Key holder

Date

3. Doors – The last person to leave must make sure that all exterior doors are fully shut and locked.
4. Keys – For all entities that use the facilities, one individual shall be issued a key and designated the "Key holder". He/she will be responsible for the security of the building, as set forth in the receipt signed upon issuance of key. Keys should be returned to the church secretary or as arranged upon receipt of key.
5. Prohibitions – There shall be no smoking nor alcoholic beverages on church property.
6. Parking – Parking should be in designated spaces in the parking lot only.

Cleanup/Damage

It is anticipated that all space shall be restored to the same condition in which it was found prior to its use, including replacement of furniture. The fee charges covers only normal everyday cleaning. Any extraordinary clean-up required will be charged as necessary and deducted from the security deposit.

Damage is never intentional, but sometimes occurs. Please report any problems to a church representative so that they may be corrected or treated right away.

Special Use Requirements

Any special uses of the church (including kitchen facilities), must be approved in advance and at least one member of the rental party must have completed an orientation session on kitchen use at a mutually convenient time.

Any electrical or other equipment that will be brought into the church must be approved in advance.

ACKNOWLEDGEMENT

The undersigned has read and agrees to the terms and conditions contained herein, and acknowledges that failure to comply will disqualify future usage of the facilities.

Name of Organization

Contact Person & Telephone Number

Organization Representative Signature

Date

Church Representative Signature

Date

West Lebanon Congregational Church

Facilities Use Fees

Events:

Baptisms:	No Charge
Weddings:	\$150. (no charge for members of the West Lebanon Congregational Church)
Funerals:	\$150. (no charge for members of the West Lebanon Congregational Church)

Facilities:

Kilton Room:	(without use of kitchen)	\$75.
	(with use of kitchen)	\$100.
Drake Room:	(without use of kitchen)	\$100
	(with use of kitchen)	\$150.

Other Uses: Application should be made to the Church Trustees. Fees will be determined on a case by case basis.

- Recognized Not-for-Profit groups may apply to the Church Trustees for a waiver of fees.
- The West Lebanon Congregational Church reserves the right to adjust fees at any time without prior notification.