

# BUILDING USE GUIDELINES/CONTRACT

The space in the church is constantly in demand by various church members and community groups. Since maintenance costs are a matter of serious concern for the church, it is essential that your group shares in the care of the space used, so that it will continue to be available for use.

CHURCH OFFICE HOURS: 9 am-3:30 pm during the academic year  
9 am-noon during the summer months

CONTACT INFORMATION: Phone: 413-458-4273  
Fax: 413-458-3414  
E-mail: [fcc.willi@verizon.net](mailto:fcc.willi@verizon.net)

EMERGENCY INFORMATION: The phone in the kitchen may be used for local calls.  
You must dial 9 for an outside line, so the number for emergency services (police, fire, ambulance) is 9911.

- 1) Arrange to pick-up the key and leave your \$200.00 refundable key deposit **during office hours** before your event. The key deposit will be refunded when the key is returned within one week after the conclusion of building use.
- 2) The First Congregational Church in Williamstown is committed to creating a safe environment for children and adults. As a keyholder, you are responsible for assuring safety of children in the building.
- 3) Inform the church office well in advance of any change in schedule or needs.
- 4) Payment is required prior to use of the building. If this presents a problem, application for a waiver may be considered.
- 5) No smoking or alcoholic beverages are permitted in the building.
- 6) Appropriate footwear must be worn at all times.
- 7) You are responsible for assuring safety of children. Supervise children in your group, making sure a responsible adult is present at all times, even when sub-groups are using rooms other than your main scheduled space. You may not allow children in the building without parental permission.
- 8) Whenever possible, use the garbage disposal in the kitchen instead of the trash cans. Please sweep the area and put trash in appropriate closed receptacles. Brooms and cleaning cloths are located in the chair storage closet behind the kitchen.
- 9) **Please do not put tables and chairs away. Do not drag tables across the floor.**
- 10) Follow directions closely for turning dishwasher on and off.
- 11) If you use the kitchen, clean it thoroughly before leaving, including counter tops, sink, stove, garbage disposal, and dishwasher.
- 12) Candles may ONLY be lit in approved containers during sit-down activities. Burning candles during set-up or clean-up time is prohibited.

When leaving:

- i) Turn off the lights in the rooms, hallways, and restrooms
  - ii) Close and lock all windows and doors
  - iii) Return your key
  - iv) Check that the dishwasher is off
- 13) Tax laws require that any use of the church space be for non-profit activities and preference will be given to organizations whose missions are consistent with those of this church.
- 14) The number of attendees may not exceed the number allowed by law as stated on the Building Use Application. You may use the building only for the activity listed on the Building Use Application
- 15) The event/meeting shall not interfere functioning and mission of the church
- 16) The church retains the right to require any and all insurance policies it deems necessary in connection with an activity.
- 17) The sponsoring organization shall have the resources necessary to assume responsibility for risks associated with the activity.
- 18) The sponsoring organization has the responsibility for the management and organization of its activities.
- 19) Fees for use of the facility will be determined based on services required and facilities used. A returnable damage deposit is required.
- 20) Your activity shall be conducted so as not to cause traffic congestion or excessive noise.
- 21) The Church Trustees reserve the right to cancel use of the building by any group not complying with these guidelines.
- 22) The Trustees also reserve the right to schedule church meetings or events in different areas of the building from the area you are using.
- 23) While every effort will be made to honor an approved application, users must be aware that, in case of emergency (i.e. a funeral), events may have to be relocated or rescheduled.
- 24) A separate contract or letter of agreement shall be signed if an organization/individual requests use of the facilities on a regular basis for 3 times a year or more.

I, on behalf of my organization, have read and understand the Building Use Guidelines and agree to comply with all the terms and guidelines.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Church Office \_\_\_\_\_ Date \_\_\_\_\_

Name of Organization \_\_\_\_\_

Phone Number \_\_\_\_\_