



BUILDING USE GUIDELINES

Welcome to the First Congregational Church! Thank you for choosing our space for your event. We value the energy, good works, and good will generated by our renters and other building users. Please read through these simple guidelines, designed to make your experience safe and enjoyable.

CHURCH OFFICE HOURS: 9:00 a.m. - 2:00 p.m. Monday-Friday (mid-August to mid-June)
9:00 a.m. - 1:00 p.m. Monday-Friday (mid-June to mid-August)

PLEASE NOTE: Every effort will be made to honor your Building Use agreement, but you must be aware that certain unanticipated events, such as funerals, may arise that will compel us to ask you to relocate or reschedule your event. **Additionally:** To prioritize the church's Sunday time as sacred, we do not rent space until after 2 p.m. on Sundays

- 1) **NO CHURCH STAFF ARE ON DUTY EVENINGS AND WEEKENDS!**
- 2) If needed, please arrange to pick up your key during office hours before your event. In order to receive a key, you must read and agree to abide by our Key Policy.
- 3) The key must be returned within a week of the conclusion of your event, or you will be charged a \$200 replacement fee.
- 4) You may not allow children in the building without written parental permission or consent.
- 5) If a cancellation is made without reasonable notice (at least two weeks before scheduled building use), 20% of the anticipated rental cost will be charged. If no notice is given and the reserved space is not used, the renter will be charged full rental amount.
- 6) The church will not dispense any medications to building users.
- 7) No spaces available for rental are alarmed. If the alarm sounds, please call Keith Davis at 413-822-9134. If you are unable to reach Keith, please call Lauren Stevens at 413-458-3154.
- 8) Payment is required within a week of the conclusion of your event.
- 9) No smoking is permitted on Church property.
- 10) Beer and wine are the only alcoholic beverages allowed on Church property, and must be served under the conditions specified in the Alcohol Use Policy. Drink glasses, bottles, or cans are not to be left on the Hall floor.

- 11) The piano in Community Hall may not be played without advance permission from the church.
- 12) Candles may be used ONLY in approved containers at tables during sit-down activities. Burning candles during set-up or clean-up times is prohibited.
- 13) Please do NOT put away the folding chairs and tables. Do not drag tables, chairs or anything heavy across the floor.
- 14) Chair and table dollies do not leave the building. They may be rolled up to the doors but are not allowed outside.
- 15) No painting is allowed in Community Hall, and marking pens may not be used on the Community Hall floor.
- 16) Leave your space broom-clean and put trash in appropriate, closed receptacles. Cleaning equipment and supplies are located in the closet between the restrooms in the hall behind the stage.
- 17) If you use the kitchen, be sure to thoroughly clean the counter tops, sinks and stove. The dishwasher may only be used by people who have been trained in its proper care (please contact the church for more information).
- 18) The Church retains the right to require any and all insurance policies it deems necessary. Renters must have the resources necessary to assume responsibility for risks associated with their activities.
- 19) The Church reserves the right to schedule meetings or events concurrent with your event in other parts of the building.
- 20) The Church reserves the right to cancel the use of the building by any group or individual failing to comply with these guidelines.

I have read and accept these guidelines:

Signature _____

Date _____