

## APPLICATION FOR USE OF THE CHURCH FACILITIES

The Congregational Church of South Dartmouth, UCC  
17 Middle Street, South Dartmouth, Massachusetts 02748

***(Complete and return to the Church Office)***

**\*Note: A Certificate of Insurance must accompany this application before use of the facilities can be granted.**

DATE: \_\_\_\_\_

NAME OF ORGANIZATION: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

PHONE: \_\_\_\_\_

NAME OF ORGANIZATION'S CHAIRPERSON: \_\_\_\_\_

PHONE: \_\_\_\_\_

TYPE OF FUNCTION (Non-Profit Organizations Only): \_\_\_\_\_

MAXIMUM # OF PEOPLE TO ATTEND: \_\_\_\_\_

DATE OR DATES REQUESTED: \_\_\_\_\_

START TIME: \_\_\_\_\_

END TIME: \_\_\_\_\_

<u>SPECIFIC SPACE REQUESTED:</u>	<u>Cost:</u>	<u>Comments:</u>
_____ Upper Social Hall (Capacity 120)	\$150	First two hours
_____ Upper Social Hall (Capacity 120)	\$50	Each Additional hour
_____ Lower Social Hall (Capacity 120)	\$150	First two hours
_____ Lower Social Hall (Capacity 120)	\$50	Each Additional hour
_____ Kitchen	\$50	Excluding Dishwasher
_____ Classroom(s)	\$50	

<u>OTHER FEES:</u>	<u>Cost:</u>	<u>Comments:</u>
_____ Custodial Fee	\$75-\$100	Opening & Closing, set-up & clean-up
_____ Dishwasher	\$25	Plus the Custodian's Fee (If requested, it must be supervised by the Custodian)

*Building fees may be waived for members of the congregation.*

**PLEASE DESCRIBE ROOM SET-UP:**

# of Tables: \_\_\_\_\_

# of Chairs: \_\_\_\_\_

Podium: \_\_\_\_ yes \_\_\_\_ no

**I have read all of the regulations for use of the Church facilities and agree to abide by them.**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Permission for use of the Church facilities is hereby \_\_\_\_ granted \_\_\_\_ refused.**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Fees waived: \_\_\_\_ Yes \_\_\_\_ No

**REGULATIONS FOR BUILDING USE/ RENTAL**  
***The Congregational Church of South Dartmouth, UCC***

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1. Requests for the use of church facilities will normally be made by submitting a written application to the Board of Trustees. Applications are available through the church office (Program year: 9:00am-2:30pm, Mon-Fri & Summers: 8:30am-11:30am, Mon-Fri). The church office telephone number is 508-993-6676/ and Fax 508-993-1244.
2. Only the spaces contracted in the Application/Agreement will be used.
3. The contact person is responsible for providing adequate supervision. This person will be identified on the application; this person will also make his/her presence known to the Custodian and/or the Office Administrator.
4. The primary duty of the Church's Custodian is building security. The Custodian of the Congregational Church of South Dartmouth is responsible for ensuring compliance of these regulations. Custodian's words on these regulations will be final.
5. The Custodian's services are required for one hour at the rate of \$75-\$100 for all meetings held to open the Church, turn on the lights, heat, etc., and return at the end of the meeting to check the Church and lock-up.
6. In the event that additional security is required or requested for a particular event, such personnel will be hired by the Board of Trustees. The church will make payment directly to the firm providing the personnel. Payment for security will be included in the total charge due to the Church.
7. The intent to use the kitchen must be made clear on the application. Those using the kitchen are responsible for leaving it clean. All food and/or beverages left over from an event must be removed. All refuse will be placed in containers provided by the Church.
8. The Congregational Church of South Dartmouth assumes absolutely no responsibility for any personal property of any individual or of any group contracted to use its facilities.
9. There is absolutely **NO** smoking in the Church building.
10. There will be absolutely **NO** alcoholic beverages on the Church property.
11. Normal use of Church equipment, such as tables and chairs, kitchen equipment, etc. is included in the applicant's fee for usage. Equipment and/or furnishings damaged during an event will be repaired or replaced by the Church at the applicant's expense. The Church reserves the right to select the method of repair or replacement.
12. Payment for the use of space will be made at least 2 days before the event unless other arrangements are approved by the Board of Trustees. Late or nonpayment will automatically forfeit consideration for future use of the Congregational Church's facilities.
13. The Board of Trustees will review the fees with individuals or groups who seek special consideration with regards to the regulations and/or rates.
14. In the event of an extremely cold month, the Church reserves the right to add a surcharge for heating expenses.
15. The Congregational Church exercises the option to cancel any non-parish function date to meet its own needs only if all other possibilities have been considered first.

## **BUILDING USE REMINDERS**

*The Congregational Church of South Dartmouth, UCC*

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All organizations using the church facilities for other than regular weekly or monthly functions, please notify the church office well in advance with regard to special arrangements necessary.

**All groups are responsible for:**

1. Proper disposal of food and trash.
  2. Shutting off running water.
  3. Checking all toilets – make sure they are running.
  4. Extinguish lights.
  5. Locking all outside doors.
  6. Closing and locking all windows.
  7. Please respect “No Parking” signs in church driveway and handicap areas.
- The Church facilities are open during the week while the Custodian and/or the Office Administrator are present. (Program year: 9:00am-2:30pm, Mon-Fri; and Summers: 8:00am-11:30am, Mon-Fri.)
  - Permission for use of the Church facilities is granted by the Board of Trustees. The Office Administrator will arrange for the Custodian (or key) when the building is locked.
  - Any questions, please contact the Church Office.