

September 14, 2018

**FIRST CONGREGATIONAL UNITED CHURCH OF CHRIST
1735 FIFTH AVENUE WEST
HENDERSONVILLE, NC 28739
828-692-8630**

BUILDING RENTAL POLICIES AND PROCEDURES

1. Requests for space will be taken by the Church Administrator, who will submit each request to the Facilitator of the Ministry of Physical Resources and the Moderator for approval. If needed, the pastor will be consulted.
2. Requests to rent any of the facilities must be made in writing at least 30 days prior to the date desired using forms obtainable at the Church office. The 30 days' notice can be waived if space is available on the desired date or for unforeseen circumstances such as a funeral.
3. Facility rental will be limited to days and times when such use will not interfere with Church activities. Parking lot must be cleared by 6 pm Saturday. No Sunday rental.
4. Only outside organizations that are **both non-profit and non-partisan** will be permitted to rent the facilities and only for **non-commercial** purposes consistent with the values of the church. If necessary, an organization will be asked to provide proof of its non-profit, non-commercial, and non-partisan status. Activities can be promoted in media such as newspapers, websites, fliers/posters, etc. only with approval of the Church Council. FCUCC reserves the right to deny usage.
5. At the discretion of the Church Council, certain **civic** uses may be permitted free of charge (for example, town meeting of the Town of Laurel Park and local polling site).
6. The renter will be held responsible for any damage or loss to the Church buildings or contents incurred in the renter's use of the facility and will reimburse the Church for the cost of repair or replacement.
7. No smoking will be permitted in Church buildings.
8. To help defray the cost of services provided during the rental period (heat, lights, air-conditioning, custodial services, etc.) renters will be charged a fee as detailed on the Fee Schedule.
9. The Ministry of Physical Resources shall oversee the condition of the kitchen and establish Rules and Regulations on the use of kitchen facilities. The renter will be supplied a copy of such Rules and Regulations at the time of application and will be responsible to contact the Church if clarification of the Rules and Regulations is needed.
10. Except in events where the custodians are involved, it is in the best interest of all parties that **one responsible person** accepts responsibility for ensuring that the facilities are left as they were found with the light switches, thermostats, and other equipment returned to their standby settings, or as agreed.
11. If any part of the function takes place outside of normal church office hours, it is also the responsibility of the **one responsible person** to ensure that all exterior doors are locked on leaving. If necessary, a key for temporary use will be issued by the Administrator to be returned to the Church office on the next office day. Keys are issued during Church office hours. A charge of \$25.00 will be made for each time our Custodian is required to open or close the building. If an activity takes place during non-church hours, all exterior doors should be locked from the inside during the activity.

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**BUILDING RENTAL POLICIES AND PROCEDURES
*FEE SCHEDULE***

Fees are to be paid up front and in full.

Sanctuary Space Rental for Weddings (non-members)	\$220.00
Refundable Wedding Deposit Fee	\$100.00
Sanctuary Space Rental for Funerals (non-members)	\$150.00
Fellowship Hall Space Rental	\$100.00/half day; \$150.00/full day
Library Space Rental	\$50.00
Parlor Space Rental	\$50.00
 <u>Other Fees</u>	
Pastor's Fee (non-members)	\$250.00 (check payable to pastor)
Organist's Fee	\$200.00 (check payable to organist)
Custodial Fee	\$125.00 (check payable to custodian)
Sound/Recording Fee	\$75.00 (check payable to technician)
Kitchen Fee	\$75.00

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BUILDING RENTAL AGREEMENT

Name of Organization _____

Responsible Person _____

Address _____ Phone _____

Date and time requested _____

Facilities requested: (refer to "Building Rental Policies and Procedure" and "Fee Schedule")

- Sanctuary
- Fellowship Hall
- Library
- Parlor

Total due _____ Received _____

Type of function to be held _____

Anticipated number in attendance _____

Seating or table arrangement required (*please attach diagram, if involved, and submit to the Church Office by noon on the Friday preceding the event.*) _____

I have read and am familiar with the attached policies, procedures, fees, rules, and regulations governing the use of church buildings and kitchen facilities, and hereby agree that we will abide by same, leaving the premises in the same condition as they were received.

Signature _____
*Official of Church
approving this request*

Signature _____
*Representative of rental group assuming
responsibility for complying with church policies*

Printed Name _____

Printed Name _____

Date _____

Date _____

(The original copy of this form will be retained by First Congregational UCC. A copy will be provided to the renter.)