

First Congregational Church of Rochester

Building Use Request Form

Wedding

Funeral

Other
(Please explain)

Date of Event _____ Time _____

Today's Date _____ Member Y ___ N ___

Contact Person _____ phone _____

Non Profit Group _____

Programs **Number of Expected Attendees** _____ **Photo** Y ___ N ___

Reception in Fellowship Hall **Service Performed by** _____

Property request form issued

Building Use Guidelines issued

Sponsorship Form Issued

Fee Schedule

Itemized fees:

Weddings & Funerals

	Members	Non-Member	
Sanctuary	\$100	\$200	_____
Fellowship Hall	100	200	_____
	(Suggested Fee)		
Custodial Services	100	100	_____
Music Services	175	175	_____
Pastoral Services	250	250	_____

Other Functions

Fellowship Hall	20 (hr.)	40 (hr.)	
	(\$100 minimum)	(\$200 minimum)	_____
Kitchen Facilities	75	75	_____
Vestry (2 Hour minimum)	20 (hr.)	40 (hr.)	_____
Custodial Services	100	100	_____

<input type="checkbox"/> Fee Totals Accepted	Deposit	_____
<input type="checkbox"/> Date placed on Church Calendar	Balance Due	\$ _____
<input type="checkbox"/> Approved by Board of Trustees		
<input type="checkbox"/> Sexton and parties notified		

Acceptance Signature _____ Date _____

Please make all checks out to: **First Congregational Church of Rochester**

Rochester First Congregational Church Building Use and Guidelines

As our church building is the Lord's house and almost 200 years old, we are all obligated to treat the facilities with care and respect, and to understand that they truly belong to the Lord.

To that end, all of us must work together to not only protect and preserve the physical church building, but also be good stewards of its stature as a formal, holy place of worship.

*The Board of Trustees has oversight for the buildings and their use, and accepts the responsibility for establishing and interpreting the guidelines for the use of the facilities. As good stewards of the buildings with which we have been blessed, it is the responsibility of **all of us** to make sure they are treated with the appropriate amount of care.*

The first thing you should know is that a wedding or funeral service at our church is considered a spiritual exercise. All weddings and funerals conducted at First Congregational Church of Rochester will be performed by the settled pastor and will be set within the context of the Christian faith.

1. First Congregational groups and members have scheduling priority and preferences. There will sometimes also be unforeseen emergencies (funerals, etc.) which may be given priority.
2. Use of church building(s)/property must be coordinated through the church office (508-763-4314).
3. No smoking is permitted in any of the buildings **or** on the grounds. No alcoholic beverages are permitted.
4. No tape, tacks, nails, putty or other materials should be used to attach **anything to our buildings.** If a group requires decorations, displays, or things to be hung, the Board of Trustees will work collaboratively to ensure that the needs of the group are met, without compromising the sanctity and appearance of the church building(s) and facilities.
5. The Church Sanctuary is a revered place of worship. Activities taking place in the sanctuary should reflect this.
6. NO materials should be hung from or otherwise attached to the Sanctuary chandelier.
7. Any damages should be reported, as soon as possible, to the church staff or Board of Trustees. Repairs and/or replacements may be the responsibility of the group using the facilities, and/or the responsible person named by the group.
8. Groups using church facilities will receive permission to use a specific area. It may be possible to use other areas of the building(s), but that usage should not be assumed, and must be arranged in advance.
9. Pets and other animals, with the exception of guide dogs and service animals, are prohibited from entering the buildings without prior approval from the Board of Trustees.
10. Clean up after yourselves which includes the following-
 1. Vacuum or sweep, as appropriate
 2. Place all trash in appropriate receptacles
 3. Return tables, chairs, and room dividers to their proper places
 4. Clean tables/countertops
 5. Remove all food items that you may have brought
 6. Unplug and wash all coffee pots
 7. Wash dishes/utensils and put them back in their proper places
 8. Check toilets and bathrooms
 9. Turn off lights and all electrical equipment that may have been used
 10. Double check all doors/windows- They must be closed and locked

Questions or emergencies may be referred to the Church Sexton, Mike Daniel, at 508-763-3793.