



FIRST CONGREGATIONAL CHURCH OF ROCHESTER

P.O. BOX 98

ROCHESTER, MA 02770-0098

rochestercongregational@comcast.net ▪ 508-763-4314

BUILDING USE AGREEMENT

CONTACT INFORMATION

Contact Person: _____ Today's Date: _____

Address: _____

Phone: _____ Email: _____

Member: Y _____ N _____ Nonprofit Organization: _____

EVENT INFORMATION

Date of Event: _____ Day of Event: _____

Start Time: _____ Approx. End Time: _____ Number of Expected Attendees: _____

Type of Event:

Wedding Bride's Name: _____ Groom's Name: _____

Funeral Name of Deceased: _____ Military Honors: Y _____ N _____

Dedication Child's full name: _____ DOB: _____

Other Please specify: _____

Note: First Congregational Church of Rochester considers weddings, funerals, and dedications to be spiritual exercises. All wedding, funeral, and dedication services on these premises will be performed by the settled pastor or other clergyman approved by either the pastor or the Board of Deacons and will be set within the context of the Christian faith.

SERVICE REQUESTS

- Pastoral Services
- Music Services
- Custodial Services
- Other (please specify) _____
- Programs
- Commemorative Bible

REQUESTED FACILITIES

- Sanctuary
- Fellowship Hall
- Vestry
- Church Green

TERMS AND CONDITIONS

The undersigned has carefully read, understands, and agrees to the terms of this Agreement and the Building Use Guidelines, and further agrees that no oral representations, statements or inducements have been made.

Acceptance Signature: _____ Date: _____

For office use only:

- Building Use Agreement completed
- Building Use Guidelines issued (Page 2)
- Sponsorship Form issued (if applicable)
- Fee Totals Accepted
- Event placed on Church Calendar
- Approved by Board of Trustees
- Sexton and parties notified

Board of Trustees Signature: _____ Date: _____



FIRST CONGREGATIONAL CHURCH OF ROCHESTER

P.O. BOX 98

ROCHESTER, MA 02770-0098

rochestercongregational@comcast.net ▪ 508-763-4314

BUILDING USE 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 it accepts the responsibility for establishing and interpreting the guidelines for the use of the facilities. However, 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.*

1. First Congregational groups and members have scheduling priority and preference, although unforeseen emergencies (funerals, etc.) may be given priority.
2. Use of church building(s)/property must be coordinated through the church office (508-763-4314).
3. Smoking and/or alcoholic beverages are **prohibited** in the buildings and on the grounds.
4. The church Sanctuary is a revered place of worship. Activities taking place in the Sanctuary should reflect this.
5. No tape, tacks, nails, putty, or other materials should be used to attach *anything to our buildings*. If decorations or displays need 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.
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 registered guide dogs and service animals, are prohibited from entering the buildings without prior approval from the Board of Trustees.
10. Tables used for crafts and/or projects must be covered with paper or tablecloths.
11. Please leave church property in a reasonable order to minimize clean-up.

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



FIRST CONGREGATIONAL CHURCH OF ROCHESTER

P.O. BOX 98

ROCHESTER, MA 02770-0098

rochestercongregational@comcast.net ▪ 508-763-4314

FEE SCHEDULE

	Members	Non-Member	Itemized Fees:
SANCTUARY			
Sanctuary	\$100	\$200	\$ _____
Custodial Services	\$100	\$100	\$ _____
Music Services	\$175	\$175	\$ _____
Pastoral Services Programs	\$250	\$250	\$ _____
FELLOWSHIP HALL			
Fellowship Hall	\$20/hr*	\$40/hr	\$ _____
Use of Kitchen	\$75	\$75	\$ _____
Custodial Services	\$100	\$100	\$ _____
* \$100 minimum			
VESTRY			
Vestry (2-hour minimum)	\$20/hr*	\$40/hr	\$ _____
		TOTAL FEES:	\$ _____
		DEPOSIT:	\$ _____
		BALANCE DUE:	\$ _____

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