

**United Congregational Church of Conway  
Pumpkin Hollow, Conway, MA 01341**

We are very pleased to be able to offer the church facilities for the Conway community. To help us maintain accurate scheduling and use of the building, please review the building usage requirements below and on the reverse, then sign at the bottom of the second page to indicate you understand and will abide by these requirements. If the building is being used by a church member for a private party, the fee may be waived, but this form should still be completed. Other fee waivers are handled on a case-by-case basis.

**BUILDING USE AGREEMENT**

Name of Organization/Individual: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing address: \_\_\_\_\_  
\_\_\_\_\_

Purpose (or short description): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approximate Size of Group: \_\_\_\_\_

Date(s) of Use: \_\_\_\_\_ Time of Use: From \_\_\_\_\_ to \_\_\_\_\_  
*(PLEASE INCLUDE TIME FOR SET-UP AND CLEAN-UP)*

What rooms/facilities will be used?:

MAIN AREA

KITCHEN

ORGAN

Other (Please Indicate) \_\_\_\_\_

**Section II (To be completed by the Church Council representative)**

**PLEASE CHECK ALL THAT ARE REQUIRED:**

<input type="checkbox"/> Pastor's Fee :	\$ _____
<input type="checkbox"/> Organist's Fee :	\$ _____
<input type="checkbox"/> Instrument Use Fee (organ):	\$ 75.00
<input type="checkbox"/> Building Use:	\$ 50.00
<input type="checkbox"/> Kitchen Use fee (flat):	\$ 25.00
<input type="checkbox"/> Cleaning fee (flat-if required):	\$ 50.00

**TOTAL FEES: (Church Members: Donations are always appreciated.)** \$ \_\_\_\_\_

Payment is due one week prior to the beginning of the event. Please make checks payable to: **United Congregational Church of Conway**. Remit to: **P.O. Box 214, Conway, MA 01341**.

Deposit \$ \_\_\_\_\_ Due by: \_\_\_\_\_ Balance \$ \_\_\_\_\_ Due By: \_\_\_\_\_

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

Approved by: \_\_\_\_\_ Date \_\_\_\_\_

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**BUILDING USE STANDARDS**

CHURCH EVENTS. We welcome the opportunity to be a part of the important events in your life! If you wish to have a baptism, funeral or wedding take place in this church, we would request that you ask our current pastor to officiate. If you want to have another clergy person participate in your special event, please discuss this with the current pastor in advance.

ACCOUNTABILITY. For the purposes of this application, when a group is named as responsible for this event, one contact person should be available as a consistent point of contact for all questions and issues. A Church representative will coordinate with the representative for the connected group.

TIMING. Applications may take approximately one week (7 days) from time of receipt for processing. You will be notified of approval or refusal by the Church Council or a representative. The representative will expect you to be in the church only during the hours requested. Please allow time for set-up and clean-up. Access to the building before or after the requested hours can be negotiated.

CONDITION OF FACILITIES. The facilities must be left in the condition in which you found them, broom clean. Chairs and tables taken out should be returned to their original location. All trash from the event should be removed from the premises after clean-up. A separate cleaning fee of \$50 may be charged. Any damage to equipment or the building is the responsibility of the group or individual named on the reverse. Damage may be billed at repair/replacement cost, plus 5%.

CAPACITY. Seating capacity for meals is 50 people. Tables and chairs are available onsite and included.

HEAT. Heat in the main spaces will be regulated by a church representative. Heating may be turned on ahead of and for the duration of the event, and we will assure a warm and welcoming experience for the event. It is the responsibility of the group or individual renting the space to ensure the heat for these rooms is turned off at the conclusion of the event, before exiting the building.

MUSIC. The organ will require a separate fee, and Church Organist has the right of first refusal. Original settings to the organ are not to be altered. Training can be provided on request, and if not requested, the organ may be locked from use.

KITCHEN USE. If food is to be served at your event and the kitchen facilities (oven, dishwasher, refrigerator) are required, the kitchen fee is a flat \$25 for use of the stove and/or dishwasher. Refrigerator use is *not* charged. The individual or organization designee is responsible for assuring that someone SAFESERV certification is present at the event. A representative must be physically present in the kitchen at all times that the stove is in use. The stove must be shut off at the conclusion of the event, before exiting the building. Failure to do so will result in an **additional charge of \$25.00.**

**I have read the above carefully, and agree to abide by the rules and use agreement as specified.**

Signed \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

Fee/Deposit Paid \$ \_\_\_\_\_

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

Approved by \_\_\_\_\_

Date \_\_\_\_\_

(for the Church Council)