

Date Received: _____ [] No conflicts [] Conflict exists; reschedule

The First Church in Marlborough (Congregational)
UNITED CHURCH OF CHRIST
37 High Street, Marlborough, MA 01752-2344
(508) 485-6297

REQUEST OF INTENT TO USE FIRST CHURCH FACILITIES

*(This request must be scheduled and submitted to the Board of Trustees through the Church Office.)
"The mission of First Church in Marlborough (Congregational) is to welcome all to a positive environment for personal and spiritual growth through the worship of God; to foster a caring, friendly and inviting ministry of people who are committed to knowing God, God's will and the teachings of Jesus Christ; and to reach out to all with Faith and Love."*

Name of Group or Organization: _____ **Phone:** _____

Name of Contact Person: _____ **Phone:** _____

Address: _____

Email Address: _____

Member of Church: [] **Non-Member of Church:** []

Reason for use: _____

Date Requested: _____ **Will you be setting up/cleaning up yourself?** Yes ___ No ___

Start Time _____ **End Time** _____

Be sure to add in set up /clean up time into your start and end times.

Area Requested: Sanctuary [] Parish Hall [] * Kitchen [] Classrooms [] Temple Room []

*If using Kitchen, will you be cooking? Yes [] No [] If not, what do you need kitchen usage for?

Furniture Requested: # of Chairs [_____] # of Tables [_____] **Sound System** []

How many people will be attending your event? [] **Will the Parish Hall stage be used?** Yes [] No []

Will any church staff or personnel be needed? _____ **If so, who?**

Do you, or someone from your group, have keys to the building? Yes [] No []

Do you have insurance coverage? Yes [] No [] **This is required for long-term rentals, not one-time events.**

Special Notes: _____

(go to page 2 for Rules/Regulations, Fees and Approvals)

RULES/REGULATIONS:

- ❖ A failure to follow below regulations would result in a loss of your Security/Damage Fee Deposit.
- ❖ All uses of the facility must comply with local fire laws and maximum capacity limits.
- ❖ Church functions receive schedule priorities (such as an unexpected funeral service).
- ❖ **Absolutely No Helium balloons are allowed in the building.**
- ❖ **No smoking or alcohol allowed on the premises.**
- ❖ **Renter must be off of the premises by 11:00pm with respect for our neighbors.**
- ❖ First Church will provide trash bags. Trash needs to be bagged up by renter and left in Parish Hall for First Church staff to remove. There is a \$75.00 dumpster fee for an event over 100 people serving food on the property for trash removal.
- ❖ Rental area needs to be cleaned, lights out and building locked after use (to be locked by First Church unless renter has a key).
- ❖ A Security/Damage Fee of \$250.00 will be charged for your event and will be refunded within 12 (twelve) business days after the event less any funds withheld due to renter misuse, damages or non-compliance with above Rules/Regulations. **Note: this fee is required to secure the rental space and is non-refundable if the event is cancelled 10 days or less prior to the event.**

Requestor: Sign & date here that you have read rules/regulations and agree to comply with all:
X _____ **Date:** _____

Rental & Security/Damage Fees must be paid by check payable to: First Church in Marlborough

X _____ X _____
 Trustee Signature Date Requestor Signature Date

BASE RENTAL FEES

Sanctuary Rental (_____ hours) \$ _____
 Parish Hall Rental (_____ hours) \$ _____
 _____ (add'l hours) \$ _____
 Classroom Rental (_____ hours) \$ _____
 Kitchen Stove/Oven Use (\$35-50 upon need) \$ _____
 Dumpster Fee over 100 Guests (\$75.00 flat fee) \$ _____
 Sexton Fee (\$150.00 flat fee) \$ _____
 Winter Surcharge (\$100.00) Dec 1 – Mar 30 \$ _____

RENTAL FEES

 \$ _____

 Requestor Initial/Rental Fees Date

SECURITY/DAMAGE FEE

\$250.00 flat fee required to secure event \$ _____

 Requestor Initial/ Sec./Damage Fee Date

FC Contact Opening/Closing Name: _____ Cell Phone #: _____