

Addendum

The following will be available on the **FCWUCC.org** website for potential renters to visit:

First Church in Windsor United Church of Christ offers its space for community use through an application process. To schedule use of any of the below areas, contact the church office at 860-688-7229.

Areas available for use include (please check those desired. More information follows in this agreement):

_____ **Meetinghouse \$250 up to 4 hours**

The air-conditioned sanctuary seats 400. A baby grand piano and organ, sound system (for voice), pulpit, and podium are available. Food and drink are not permitted. Instruments may only be used by our Music Director and those to whom she grants permission upon demonstration of musical competence or ability. No liquids or flowers/vases are allowed on the piano or organ console, nor is food. User will be responsible for repairs to or replacement of damaged or irreparable instruments.

Equipment available: **Organ**_____ **Piano**_____ **Microphones**_____ **Table**_____

_____ **Nelson Hall \$200 For-profit/\$100 Non-profit up to 4 hours**

Seating for 125 people at tables, or 150 theatre style. Tables and folding chairs and set up services are available for a fee. Stage, piano, podium, microphone system, projector and screen included if selected.

Equipment available: **Piano**_____ **Microphone**_____ **Podium** _____

Projector/screen _____

Stage access/use_____ **8' tables:** _____ **Card tables:** _____ **Chairs:** _____

Number of 8' tables needed: _____

Number of card tables needed: _____

Number of chairs needed: _____

User must provide room set up information **no later than one week prior to event**

_____ **Kitchen (For use with room rentals)**

The kitchen has a large commercial refrigerator, a high-speed sanitizing dishwasher, and a commercial grade gas stove and ovens. Special arrangements must be made to use kitchen equipment as safety is a high priority. Kitchen may only be used for warming (not cooking) and chilling in accordance with the Agreement, including but not limited to the kitchen requirements set forth in greater detail in the Agreement. There is no added charge when renting Nelson Hall.

Equipment available: **Stove/oven** _____ **China and flatware** _____ **Dishwasher** _____
Refrigerator _____

_____ ***Morrell Room* \$50 For-profit/\$25 Non-profit up to 4 hours**

This air-conditioned room provides a comfortable living room atmosphere which accommodates 15 -25 people for social occasions or small gatherings.

Equipment available: chairs to accommodate total participants

_____ ***Conference Room* \$50 For-profit/\$25 Non-profit up to 4 hours**

This space seats approximately ten people at a conference table, with room for additional seating of approximately six more back from the table. The room is equipped with and HDTV screen and wifi on an unsecured network.

_____ ***Youth Room* \$50 For-profit/\$25 Non-profit up to 4 hours**

This is an informal space located downstairs in the meetinghouse.

_____ ***Parker Room* \$50 For-profit/\$25 Non-profit up to 4 hours**

This room provides a comfortable living room atmosphere with seating for 30. Includes an alcove designed for supervised child care and a small kitchenette.

Available: **Kitchenette:** _____ **Child care space** _____

Parking: First Church has two lots, one adjacent to the Meetinghouse, and the other behind the brick Parish House. It should be noted that parking is allowed on Palisado Avenue only on Sundays.

WiFi may be available in all locations, depending on network conditions. A code will be provided if needed.

No Smoking, No Flames and No Alcoholic Beverages: under no conditions is smoking allowed anywhere on the property of First Church in Windsor. Candles or any other open flame or smoke producing product must be approved by the Church prior to the event and must be supervised by a church staff member. We are an alcohol-free campus – no alcoholic beverages are permitted on the property.