

First Church in Windsor UCC
107 Palisado Avenue
Windsor CT 06095
860-688-7229

FACILITY USE AGREEMENT

First Church in Windsor is committed to both generous hospitality and safe and appropriate use of our buildings and property. We believe our assets are gifts both from God and from our predecessors in this place and we therefore have a responsibility to ensure their stewardship. We welcome others to make use of our property within the guidelines set forth below.

We recommend you read through the agreement and visit www.FCWUCC.org before completing it as there are many details and requirements. Specifically, the descriptions of the spaces and equipment available are on our website.

Date requested: _____

Nature of Activity: _____

Program start time: _____ Departure time: _____ (all out of building)

PLEASE INCLUDE A.M OR P.M

Set up time needed: Yes _____ No _____ How long? _____

Areas available for use include (please check those desired.) More information is available at FCWUCC.org.

_____ **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 Wi-Fi 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** _____
Special Requests not defined above:

SCHEDULING

First Church makes every effort to accommodate groups and events, especially those that further our mission “Living by Faith, Known by Love, A Voice of Hope”. Please contact the Church office at 860-688-7229 Monday through Friday from 9 a.m. to 4 p.m. about your scheduling request and any special needs you may have. *Any special requests must be made in writing at the time of application or may not be able to be honored.*

CANCELLATION BY THE CHURCH

The Church reserves the right to cancel events due to unforeseen circumstances that would preclude the safe use of our facilities. In rare instances, the Church may need to rearrange the use of space or postpone/cancel a scheduled building use to accommodate a funeral or similar unexpected pastoral care circumstance.

EMERGENCIES

The designated responsible person for the event must carry a cell phone and provide its number to the Church office to be used in emergencies.

ELIGIBILITY FOR USE

Groups must be organized for a non-profit purpose and their program/activities must be in keeping with the mission of First Church in Windsor. For weddings and funerals, initial contact must be with one of the pastors of the Church. Wedding receptions will only be hosted for Church members or their families. On occasion, FCW makes it possible for for-profit businesses to rent space. Please inquire.

RULES FOR USAGE

RESPECT FOR FACILITIES

Our buildings are dedicated to Christian ministry. We expect that all who use any of our space or property will show respect for the physical assets that enable that ministry. Any users of the facilities must demonstrate diligence in caring for them.

Only the space agreed to in the Facility Use Agreement may be used. No other space is available for use. Rest rooms are always available and are considered part of the agreement.

All invitees are expected to maintain decorum and leaders of the event are responsible for discipline.

RULES AGAINST SMOKING, FLAMES & 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.

Weapons or firearms (except those carried by on duty law enforcement officers) are not permitted in or around the grounds or buildings under any circumstances.

FACILITIES

All facilities (including rest rooms, furnishings, and equipment) must be returned to their original clean condition and arrangement. Spills must be mopped up, stains treated immediately and brought to the attention of a Church staff member as soon as possible.

Extra equipment brought in must be removed immediately at the conclusion of the event. We are a busy Church and most rooms are scheduled for other events within a day of each other. Your equipment is your responsibility to insure and to protect.

Furniture and equipment may not be moved from one room to another without prior approval by the Church in writing.

Users shall not permit the facilities to be damaged, marred or in any way defaced or harmed. Users shall not affix tape, nails, wall hangers, tacks or screws to any surface, including furniture, floors, windows and walls.

BALLOONS

Balloons, confetti, glitter and rice are not permitted in the building or on the grounds.

KITCHEN USE

The kitchen may be used by prior arrangement only and may only be used to warm precooked foods and refrigerate food and beverages. All items appropriate for recycling must be placed in the blue bins at foot of kitchen exterior door stairway after rinsing as needed. All garbage and plastic bags are to be placed in the trash bins and removed to dumpster in parking lot at conclusion.

It is our preference that china and flatware be used rather than paper goods for environmental reasons. If using paper goods, please use a little plastic as possible and try to use biodegradable paper goods.

If Church equipment is used for coffee, refreshments, dinners, etc. (by written agreement), all such items used must be washed, dried and put away in the same condition and location as found. Paper goods and consumables must be supplied by the user. All food in the refrigerator supplied by the user must be removed at conclusion of event. No food or staples found in the kitchen may be used.

ANIMALS

Except for guide dogs, animals are not permitted in any church facilities due to safety, liability and health concerns.

SET UP

At the discretion of the Church, a staff person may be on duty one hour before the event to oversee the opening of the building, make sure appropriate lights are on and ensure set up is correct according to agreement. This staff person may remain on site during the event to ensure building security and to respond to questions or needs as deemed reasonable by the staff person. An additional fee of \$ 100, minimum, for the first four hours is charged for this service. More may be required if the event is lengthy. A cleaning fee of \$100 may also be charged if deemed necessary by the Church.

PAYMENT

A deposit for the space of \$100 or 30% of the total contract fee, whichever is larger, is required to reserve the date. Rescheduling of an event will be honored with no additional fee only if the new date is scheduled within four weeks of the original date. Full payment of fees is due before the date of the event. Notification of the Church of any needed postponement must occur at least 24 hours before the event. Notification of the Church of a cancellation must occur at least 30 days prior to the event for the deposit to be returned.

INSURANCE

User must provide an insurance certificate indicating coverage of at least \$100,000 for property damage and \$1,000,000 for liability with First Church in Windsor named as an additional insured (this does not apply to weddings and funerals). This dated and signed certificate must be received in the church office **at least one week prior to the event.**

SECURITY

The person who signs this agreement will be responsible for the security of building and any damage incurred to the grounds, building furniture or equipment to the total amount of the damage. All exterior doors shall remain locked during all meetings and events. Doors shall not be propped open. For groups using the facilities on a regular basis, the key or security code may not be provided to any persons other than the signatory or other person authorized by the church. Copying of keys is not allowed. Any violation of this policy may cause termination of this agreement.

SAFE CHURCH/ENVIRONMENT

First Church in Windsor works to ensure a safe environment for children, youth and adults. The signatory to this agreement is required to acknowledge and sign a **Safe Conduct Compliance Form** and confirm that he or she has the authority to sign for the user. Because access to our facilities is a matter of safety, particularly for children and youth, the authorized signatory is also required to sign the **Key Holder/Access Information Form**.

Facilities Use and Indemnification Agreement:

I/we have read the terms and rules of use of this Facilities Use Agreement. As User, we shall, to the maximum permitted by law, indemnify and hold harmless First Church in Windsor, each and all of its Church Cabinet members, officers, employees, representatives, members and agents as well as its successors and assigns against and from all costs, expenses, liabilities, losses, damages, injunctions, suits, actions, fines, penalties, claims, including attorneys' fees, by or on behalf of any person, party or governmental authority whatsoever arising out of: a) any failure by user and any of its trustees, officers, directors, employees, invitees, visitors, licensees, representatives, and agents, as well as its successors and assigns, to perform any of the agreements, terms, covenants or conditions of this agreement, b) any accident, injury or damage, including without limitation injuries to persons and/or damage to property, which shall happen in or about the Church premises, however occurring, and maintenance, alteration, repair, use or operation of the Church premises, or any part thereof, during the term, c) any failure to comply with laws, ordinances, requirements, orders, direction, rules or regulation of any federal, state, town or city governmental authority, d) user's possession and use of the Church premises and/or the operation of its business on the Church premises, whether or not such use is a permitted use.

By signing this agreement, User agrees to the Terms and Conditions, Rules of Usage, Security and Safe Church Policy, the indemnification agreement and the payment of fees to First Church in Windsor. This agreement may be cancelled unilaterally by either party with written notice, email or verbal notice to the other party.

Accepting for the USER: _____

Authorized Representative: _____

Responsible Party for the User: _____

Signature

Print Name and Title

Mailing Address: _____

Cell Phone: _____

Email: _____

Accepting for First Church in Windsor: _____
Signature

Print Name and Title

Cell Phone: _____

Email: _____

Date: _____

Safe Conduct Form Rec'd: _____

Key Holder Form Rec'd: _____

Deposit Received: \$ _____

By: _____
Signature

Certificate of Insurance Rec'd ____ **Date:** _____

By: _____
Signature

STATEMENT OF COMPLIANCE for Organizations Using Church Facilities

The organization I represent is _____

To indicate your understanding of your responsibilities as a guest in our Church, please initial each of the following paragraphs, sign this document, and return it to the church office along with your "Facility Use Agreement."

_____ I understand that, in addition to being a drug-free space, First Church in Windsor has a *Safe Conduct Policy* which guides the Church in our effort to assure a safe environment for children and adults. Specifically, we want the Church environment to be safe from abuse or harassment.

_____ I understand that I am not to be alone in any room or secluded area on First Church in Windsor property at any time with a child, youth or vulnerable adult that is not my own or a relative without parent/guardian permission.

_____ I understand that if I believe, or have been told, that there is reasonable cause to suspect that a child has been abused and/or neglected at First Church in Windsor, I am required to report this to the Safe Conduct Advocate immediately and to file an Incident Report within 24 hours.

_____ When the activity that I am supervising has ended, and I am the last person in the building, I will make sure that the lights are out and the doors are locked before I leave.

_____ I agree to abide by all policies and procedures regarding the use of the building and properties of First Church in Windsor with the knowledge that failure to do so will result in the termination of my right to use Church facilities for the organization that I represent.

Name and Signature

Date

Key Holder Information

To ensure the safety of the church, its members and guests, the following information is required of all key holders and persons granted access codes:

Name _____

Home Street Address (NOT PO Box)

City _____ State _____ Zip+4 _____

Home phone _____ Cell phone _____ Work phone _____

Email _____

Name of Group key holder represents _____

I understand that by accepting this First Church in Windsor door key, I am responsible for the safety of the church, its members and guests when I use the premises. I agree to abide by the *First Church Safe Church Policy*.

I will neither copy the key nor share it with another person. Failure to abide by these rules, means that I will relinquish the key immediately and I (and/or my group) could be prevented from using any meeting space in the future. First Church reserves the right to request the return of the key at any time.

X _____

Keyholder

Date

X _____

For First Church in Windsor

Date