

Church of Christ, Congregational

142 Exchange St., Millis, MA 02054

Phone: (508) 376-5034 • Email: millisucc@msn.com

Date of Request _____

Church Use Request Form

Name of Person, Group, or Organization: _____

Date of Event: _____ Time (include set-up/breakdown): _____

Purpose of Event: _____ (#) attending _____

Person Requesting:(print): _____ (signature) _____

Address: _____

Phone: _____ Email: _____

Requests Use of the following Church Facilities (please check all that apply):

Facility/Equipment	Member Fee	*Non-member Fee
<input type="checkbox"/> Sanctuary	\$90	\$125
<input type="checkbox"/> Church Parlor	\$40	\$60
<input type="checkbox"/> Fellowship Hall with kitchen	\$135	\$200
<input type="checkbox"/> Table Rental	\$5 per table	\$5 per table
<input type="checkbox"/> Chair Rental	\$.50 per chair	\$.50 per chair
<input type="checkbox"/> Other Rooms	\$20-\$35	\$40-\$75
<input type="checkbox"/> Parking Lot/Lawn	Fee to be based on use	Fee to be based on use
<input type="checkbox"/> **Sexton Fee	\$55 minimum – sliding scale	\$55 minimum – sliding scale
<input type="checkbox"/> ***Cleaning Deposit (if applicable)	\$55 – sliding scale	\$55 – sliding scale
<input type="checkbox"/> ***Key Deposit (if applicable)	\$25	\$25
<input type="checkbox"/> ***Damage Deposit	\$55 minimum – sliding scale	\$55 minimum – sliding scale

Possible exceptions for non-profit organizations will be reviewed as they apply.**Please note that unless otherwise specified, a Sexton (custodial) Fee and Damage Deposit fee are added to all requests. Checks for the Sexton fee should be made out separately to our sexton, Abby Sullivan.*****Fees are refundable as conditions are met.***The user assumes all responsibility for any damage done by children or adults to church property. The Church Use Request form must be accompanied by a signed and dated Church Use Agreement form in order to be considered for approval.****For final approval: 1) the Request form must be signed by an authorized Church Administrator, and 2) if fees apply, a 50% deposit of church use fees must be received within 14 days from the time of approval, unless other arrangements are made in writing by the church. Remaining balance and applicable fees must be paid one month prior to the event.****For Office Use Only**Administrative Action: Approved DeniedConditions of Rental: Sexton Fee Cleaning Deposit Key Deposit Damage DepositTotal Amount Due to church: \$ _____ Total Amount Due to Sexton: \$ _____
(payable to: Church of Christ, Congregational) (payable to: Abigail Sullivan)

Date: _____ Signed _____

(Authorized Church Administrator Signature)

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Attached to:

Event Date: _____

Person/Organization: _____

Church Use Agreement Form

Covid-19 Protocols

By signing this form, I acknowledge that I have received a copy of and will adhere to the Church of Christ's Use of the Church Outdoors and Indoors Covid-19 Protocols.

Use of the Building – Masks are Optional

Reasons for using the facility will be clearly stated on the Church Use Request application and must be adhered to. Renters must have prior approval to use any room other than those listed in the original application. Occupancy limits of the building will not be exceeded and the Church Administrator must be notified if the number of persons using the facility exceeds the number listed on the application. Please notify us immediately if any damage occurs. If renter or their guests are responsible for damage to the church building or property, the damage deposit is forfeited and additional charges may apply.

Kitchen Use

Board of Health regulations require anyone using the kitchen to wipe down ALL SURFACES with a disinfecting solution and paper towels. Cleaning supplies, paper towels, and vinyl gloves are provided by the church, and are located in the kitchen. Detailed cleaning instructions are also located in the kitchen.

Cleanliness

The Sexton fee covers general clean-up. All individuals and groups using the church building are expected to leave any room rented in the same condition in which it was found. Please dispose of trash in the proper containers and return all furniture to its proper place. The set-up and breakdown of folding chairs and tables are the responsibility of the individuals and groups. All individuals and groups are also responsible for removing and disposing of any decorations. The renter forfeits the cleaning deposit if these conditions are not met.

Safety

For events with up to 12 children, at least 2 non-related adults must be present at all times. For groups with more than 12 children, one non-related adult must be added for each additional 1-6 children present over the 12. (Examples: 5 children = 2 non-related adults; 12 children = 2 non-related adults; 14 children = 3 non-related adults; 20 children = 4 non-related adults). Adults renting the building are responsible for monitoring bathroom areas when being used by children in their group and for supervising minors at all times. Church of Christ, Congregational will not be held liable for any injuries sustained while using the Church building.

Leaving the Building

All individuals and groups using the church are responsible for closing down the Church building when the event is over. Renters who have been given a single event key should lock the door when leaving and put the borrowed key through the mail slot.

I have read and understand the above agreement.

Renter Representative

Name (printed) _____

Signature _____

Date _____

Church Representative

Name (printed) _____

Signature _____

Date _____

Church Copy

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USE OF THE CHURCH OUTDOORS AND INDOORS COVID-19 PROTOCOLS

- Any person with **any** signs of illness should **not** enter the building.
- Masks are Optional.
- Please practice safe distancing and caring for others during this time.
- The number of persons allowed will be based on current state or UCC regulations.
- The names and contact information of all persons attending the event are to be recorded by the group leaders.
- Bathroom use is restricted to the Unisex bathroom only. Do not use the bathroom designated for Happy Hours Day School.
- If using Fellowship Hall or the Sanctuary, leave all chairs and tables up. The Sexton will clean as needed.
- If using the Parking Lot, users must supply their own chairs and remove all trash.

Signature: _____

Printed Name: _____

Date: _____