

*The Congregational Church
in South Glastonbury*

Building Rental Packet



*The Congregational Church in South Glastonbury
949 Main Street, P. O. Box 187
South Glastonbury, CT 06073
860.633.4651 / fax 860.659.8681*

www.southcongregational.org

BUILDING RENTAL INFORMATION AND USAGE AGREEMENT

Introduction

We welcome and encourage your inquiry into renting "space" at Congregational Church (CCSG). Before considering your rental request, we ask that you fill out the rental application forms enclosed in this packet. It is necessary to complete the application in order for CCSG to process your request. Please note that requests for a wedding are done through a separate application process.

The building and land belonging to the Congregational Church, along with all equipment owned by the Church, represent a considerable investment of labor, time, and money by past and present members of the Church. The Trustees and all the members of the Church invite others enjoyment of our facility and request that these properties be treated with respect.

The Church Sanctuary and rooms within the building are available for rental by members of the congregation, individuals, and organizations. All usage of the building is subject to the provisions of this agreement. When using the building, proper safe behavior, decorum and respect for church property should be maintained at all times. The church is handicap accessible with an interior elevator.

Getting Started

The first thing CCSG wants to know is who or what type of organization is requesting a rental. We need to know what the purpose of the event is and the anticipated number of attendees (i.e.: annual awards dinner for 100).

Rate Schedule (Table)

½ Day is up to 4 hours

Full Day is over 4 hours

Rent is due 10 days prior to the event

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Effective Rates January 1, 2020				
Room Type	Sq. ft	Occupancy	Half Day/Weekend	Full Day/Weekend
Room C008	385	10 - 15	\$45	\$60
Classrooms 203, 204, 211, 217, 218	390 - 425	20 - 25	\$50	\$65
Double Classrooms 201-202	800	30 - 40	\$60	\$95
Conference Room 101 Fellowship Room 214	379 535	20 - 40	\$60	\$95
Social Hall – Room 127	1719	100 - 130	\$160/\$200	\$260/\$300
Kitchen and Pantry	511		\$80	\$100
Meeting House		275		\$300
High St Schoolroom S112	655	30 - 50	\$50	\$65
Basement		20 - 30	\$35	\$50
Audio Visual Equipment			\$25	\$25
Setup/Breakdown Fee			\$80	\$80

Deposits

All individuals and organizations who rent space in CCSG must issue a Reservation Deposit check equal to ½ the rental fee. This will be used to hold the reservation. The remainder of the rent will be due 10 days prior to the event. Cancellations received two weeks or more in advance of a rental date will receive full refund of the Reservation Deposit. Cancellations received within one week of the rental date will result in CCSG retaining ½ the Reservation Deposit. In addition, we require a Cleaning/Key Deposit which is ½ the expected rental plus \$25 for the key (if issued). The Cleaning/Key Deposit is also due 10 days prior to the event and will be refunded after the event once the space has been inspected and considered restored in good order and if all

The Congregational Church in South Glastonbury provisions of the Building Rental Usage Agreement have been met, including the return of the key (if issued).

Alcohol Policy

Alcohol is not permitted within the buildings and within 100 feet of any building.

Smoking

Smoking is not permitted within the buildings, or anywhere on the property of CCSG.

Insurance, Liability, and Damage

Organizations using this facility(s) must

1. Provide a Certificate of Liability Insurance naming Congregational Church as an "additional insured" from your insurance company.
2. Sign a Hold Harmless Agreement (included at the end of this packet)

The Congregational Church is not responsible for any damage or loss to persons or property of outside groups using the facility including damage to automobiles accessing, leaving, or parked on the property. Groups using the property and facilities assume their own liability and must have their own liability and property damage insurance for the protection of their own members, guests, and the Congregation of the Church. Such outside groups agree to hold The Congregational Church, the Staff, Clergy, Officers, and Volunteers harmless from all liabilities, damages, lawsuits and attorney fees resulting from the use of this facility.

Decorations and Posters

The use of decorations and posters on walls is prohibited. Outside signs are limited to directional and informational signs of a free-standing nature. Signs, posters, and decorations are limited to free standing decorations, table decorations, and seasonal decorations. All decorations and personal items must be removed from the building at the end of the function.

Parking

- All parking must be in designated areas.
- Handicapped parking is restricted to those with appropriate license plate or parking permit.
- Cars should be locked.

Keys

- For rentals occurring after normal Church office working hours, the Church Office will issue a key.
- The key must be returned to the Church office on the next workday following the event.
- Keys may not be duplicated!

Rentals and Room Usage

Use of all the church rooms is always subject to the needs of the congregation and/or to prior reservations. Classroom rental is not specific to a particular classroom, but the rooms are assigned upon arrival.

Use of the kitchen equipment:

The following rules apply to the use of the kitchen:

- A document entitled "Use of the Commercial Kitchen" is located on the kitchen wall.

The Congregational Church in South Glastonbury

- All dishes, utensils, and cookware must be washed and put away by the end of the event.
- The floor must be swept. (brooms are provided in the janitor closets.)
- The garbage must be placed in the dumpster in the parking lot.
- All food must be removed from the premises.

Supplies, Set-up, and Clean-up

- Renters must supply their own supplies (paper, pencils, etc.) All supplies in the building are for the Church, Sunday School or Nursery School use only.
- All renters must set up or rearrange furniture for their particular event. If renters require the Social Hall to be setup for the event, a separate setup fee will be charged. All renters must return any space rented to the pre-rental condition after the event. Renters are responsible for cleaning the rented space.
- CCSG cannot guarantee assistance in setting up rooms or operation of audio/visual equipment unless arranged in advance at the time of making the reservation.

Entertainment

- Good judgment is expected of all who arrange programs and entertainment.
- Music, either by DJ or live band, should be appropriate for the event and the decibel level should be kept at a reasonable volume. All music must cease by 11:00 p.m.
- No gambling or games of chance are permitted on Church Property.

Security

- If deemed necessary by the CCSG Board of Trustees, the renters may be required to provide police protection during their event at the renter's cost.
- CCSG is not liable for theft or damage of renter's belongings.

Congregational Church
HOLD HARMLESS AGREEMENT

I/We, _____

agree to protect, indemnify, save, and keep harmless Congregational Church of South Glastonbury, Connecticut, its clergy, staff, trustees, council, volunteers, and the United Church of Christ against and for any and all loss, cost, damage, or expense, including attorney's fees arising out of or from an accident or other occurrence on or about said premises, causing injury to any person or damage to any property whomsoever and whatsoever and will protect, indemnify, and save and keep harmless the above cited entities to be protected from any and all claims arising out of the use of the aforesaid premises.

Signed: _____ Date: _____

Title: _____

Witness: _____ Date: _____

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**Congregational Church
BUILDING RENTAL APPLICATION**

Event: _____

Organization: _____

Non-Profit Tax ID number (if applicable) _____

Person Responsible: _____

Home Phone: _____ Cell#: _____

Work#: _____

Email Address: _____

Street Address: _____ Town: _____

Building Usage:

Room(s) interested in: _____
(Classrooms filled on a first to arrive, first choice basis on the date of use)

Kitchen use: Yes ___ / No ___

• **One time use only:** Day of the week: _____ Date: _____ Year: _____

Hour start: _____ Hour end: _____

• **Continuous use:** Start date: _____ End date: _____
Day(s) of the week: _____ Hours: _____ to: _____

For Church Office:

1. Signed "Hold Harmless Agreement": _____
2. Certificate of Insurance Liability: _____
3. ½ Reservation Deposit of \$ _____ date received: _____ check/cash
4. Cleaning/Key Deposit of \$ _____ date received: _____ check/cash
5. Final payment of \$ _____ date received: _____ check/cash
6. Key issued: Yes: _____ No: _____
7. Cleaning/Key deposit refunded \$: _____

I/we attest that I/we have read and agreed to comply with all of the provisions of the Congregational Church Building Rental and Usage Agreement.

Signed: _____ Date: _____

NOTE: *Although it is not common to move an organization, church functions do take priority. If we need the space you have requested to rent, we would make every effort to relocate you within the building.*

The Congregational Church in South Glastonbury
Congregational Church
Main and High Street
S Glastonbury, Connecticut
860-659-4051
Fax: 860-659-7741
southchurch@southchurch2.org

Receipt of the following is needed PRIOR to rental:

- (1) Signed Building Rental Application
- (2) A copy of your Certificate of Liability Insurance - Naming Congregational Church as an "additional insured."
(You can get this from your insurance company)
- (3) Signed Hold Harmless Agreement
- (4) Reservation Deposit *(Secures your rental date onto the church calendar)*
- (5) Cleaning/Key Deposit and remainder of Rental Fee 10 days prior to the event

CCSG LOCK UP PROCEDURES:

1. Check all floors to make sure lights are off (bathrooms, classrooms have motion sensors – other areas do not) If you are the last ones in the building please check all floors including the basement and C wing which is accessible by the elevator staircase going down to the right.
2. ****If you use the kitchen**** Make sure to check that all appliances used in the kitchen are turned off. All dishes, utensils', baskets etc. are cleaned and put back in place.
3. Please do not leave any left-over food or beverages out in the open. If it will reach expiration by the time we are back on Monday, dispose of it. If you would like to donate anything extra please leave in the refrigerator labeled.

Thank you for your cooperation. We hope you enjoyed your rental experience and can't wait for your next event!