

**FIRST CONGREGATIONAL CHURCH OF CHELSEA, FCC
RENTAL AGREEMENT**

DETAILS REGARDING THE EVENT:

Contact Name: _____ Group Representing: _____

Address: _____

Home Phone: _____ Work Phone: _____ Email: _____

Description of Event: _____

Date(s) of Event: _____ From: _____ Until: _____

Rehearsal Date: _____ From: _____ Until: _____

Number of people attending: _____ Age Group: _____

RENTAL FEES:

- () Security Deposit \$_____ (equal to 50% of total fee)
(refunded upon satisfactory completion of Clean-Up/Damage Checklist)
- () Sanctuary – Seating Capacity **175** \$0 / \$150 (member/non) (6 Hours) *
- () Kitchen/Fellowship Room – Capacity _____ \$75 / \$150 (member/non) (6 Hours) *
- () Upstairs Kitchen \$0 / \$75 (member/non) (6 Hours)
- () Kitchen/Dining Hall \$75 / 200 (member/non) (6 Hours)
- () Pastor \$450
- () Musician \$350
- () Sound \$75
- () Cleaning \$75
- () Wedding Package (Rehearsal and Day of) \$600 / 700 (member/non) (3/6 Hours Respectively)
\$ 35 (each additional hour)

(Wedding Package includes Sanctuary, Fellowship Area, Conference Room, Kitchens, Nursery, Dining Area, Sound System, Cleaning, and Wedding Coordinator. Wedding Day shall be for no more than 6 hours, and Rehearsal Day shall be for no more than 3 hours (\$35 per additional hour)) **PLEASE NOTE: DOES NOT INCLUDE THE PASTOR, OR MUSICIAN(S) FEES IF REQUIRED.**

- () Funerals – No Charge for building use – Meal Coordination Available Upon Request

EVENTS HELD ON HOLIDAYS OR THE WEEKENDS PRIOR TO A HOLIDAY MAY BE SUBJECT TO ADDITIONAL PRICING.

I have read and agreed to the terms as stated in the FCC Facility Usage Agreement:

Signature: _____ Date: _____

FIRST CONGREGATIONAL CHURCH OF CHELSEA, UCC FACILITY USAGE AGREEMENT

All users must adhere to the following policies and procedures:

Building Process:

1. First Congregational Church of Chelsea, United Church of Christ (“FCC”) reserves the right to refuse rental of building spaces to organizations and persons who are not in sympathy with FCC’s principles and values.
2. Renter(s) agrees that they will not assign or sublet the premises or any portion thereof to another person or persons.
3. No food or beverages are allowed in the sanctuary.

Reservation/Damage Deposit

1. This contract must be completed and returned with a *separate* damage deposit which is equal to 50% of the total rental fee (\$_____) before the desired date(s) will be confirmed. Payments are to be payable to “First Congregational Church of Chelsea”. Give an estimated number of persons you expect to attend; more up-to-date numbers may be submitted a week before the contracted date(s). Should the final “in attendance” guest count be larger than estimated, we will do all that we can to accommodate them. An additional charge based on the number of extra guests may be charged. The damage deposit is refundable on a conditional basis.

Full payment of the rental fee is required no later than thirty (30) days prior to the event.
If the event will be held within 30 days of

Use/Approval

booking, the entire amount is due at the time the reservation is made.

2. If a scheduled user cancels, for any reason, within 30 days of the event, \$50 of the original deposit will be forfeited. The ability to reschedule an event is based on availability of the facilities.
3. At the conclusion of the event, any damage, clean-up and/or overtime charges will be deducted from the deposit. The entire deposit is available for return if the post-event walk-through is satisfactory to FCC (Refer to Facility Rental Check-Out Form). Refunds (if applicable) will be issued at the end of the month in which the rental occurred. Any charges beyond the deposit are the responsibility of the reserving party and will be billed within ten (10) working days after the event.

Event Supervision:

1. FCC Staff have access to all building spaces at all times.
2. A member of FCC’s staff (or volunteer) must be on site at all times during any building use. The staff person is responsible to unlock the FCC building and also to lock the facility up after the event if finished. The staff person will be on site to answer any questions that arise, monitor the event to ensure that FCC’s regulations are being followed, and to also ensure that areas not rented remain secure.

Applicable Laws And Rules:

All events should conform to basic sense of decorum and values consistent with the usage of church property and basic community moral standards. The scheduled renter agrees to comply with all laws, ordinances, and rules of FCC, the City of Chelsea, the State of Michigan, and the United States. This includes:

❖ **Drugs and Alcoholic Beverages Prohibition:** No alcoholic beverages are allowed on the premises. The usage, sale or possession on church premises of alcohol, controlled substances, or any drug not medically authorized is strictly prohibited. **Possession of alcohol or controlled substances will result in immediate termination of the event and loss of deposit and all fees.**

❖ **No Smoking** is allowed inside of or within 30 feet of the outer entryways to the FCC building.

❖ **Alteration and Decorations:** Renter will not alter, modify, move or remove any part of the structure or its furnishings and appurtenances. Decorations will not be attached to the wall, windows, or light fixtures. No nails, tape or other devices that pierce or stick to the surface may be used while decorating the interior or exterior of this historic building. Glitter, confetti, sand, rice, fresh flower petals, or any substance that causes litter, stain, and/or debris inside the facility or on the grounds is prohibited.

❖ **Tampering with the fire system or fire-fighting equipment** is not allowed. This includes blocking exit doors and tampering with any alarm system.

❖ **Parking in Handicapped, Service or Fire Lanes Prohibition:** Parking along roads or in the service or fire lanes on the church grounds is not allowed. Fire lanes must remain clear and free of all vehicles except emergency vehicles at all times. Handicapped parking is available only to those with the appropriate license tag or

temporary designation issued by the State of Michigan.

❖ **Restriction on use of Fire or Flame:** No acts or performances will be staged on which fires or flames are involved. Open flame is strictly prohibited by fire code. Enclosed votives, tea lights, floating candles, and chafing dishes are acceptable. Pillar or taper flame must be enclosed by hurricane glass or other approved enclosures.

❖ **Noise Limitations:** All users should keep the noise associated with their event at a level that is respectful of our church neighbors as well as other events happening at the same time in the church.

❖ **FCC Property:** There is to be no personal use of the FCC office equipment and/or FCC personal property. No long distance telephone calls are to be made. The musical instruments (piano, organ, drum, and/or any part of the sound system, etc.) may not be moved or used without permission. No church equipment or property may be removed from the building.

Violation of these rules may result in a minimum assessment of \$250.00 and/or an additional damage/cleaning fee.

Liability For Loss/Damage

1. Renters who expect more than people must obtain General Liability Insurance of at least \$1,000,000 which FCC is listed as “additional insured” party. Renter must provide the church office with a certificate of Insurance prior to the event. Doors will not be open if the office does not receive the certificate.

2. Renter shall indemnify and hold FCC harmless from any liability resulting from any and all claims, demands, suits or other action arising from the renter’s use of the facility.

3. FCC is not responsible for lost, stolen or damaged items belonging to a scheduled event, including but not limited to, items belonging to any participant attending such event.

Parking

All scheduled users are expected to do their best to limit the impact of event parking on the surrounding residential neighborhood by providing appropriate maps or directions and by encouraging event attendees to park in designated municipal parking areas.

Set-Up/Clean-Up

- a. Renter is responsible for all set-up and clean up. All trash or recyclables must be disposed of in appropriate outdoor receptacles.
- b. Any and all left over food must be removed from the premises.
- c. Renter is responsible to make sure that all rooms are left in the same state as when their group arrived.

Deliveries

Whenever a function requires delivery of goods to FCC, the person or group hosting the activity must have a representative present to receive and secure the goods. The Church cannot accept responsibility for receiving, storing or securing goods. Doors will open 30 minutes prior to the event unless other arrangements have been made. Vendors (florist, bakery, etc.) may arrive no earlier than two hours before the contracted start time of your event. All other arrangements are subject to additional charges. Please notify your vendors of the set-up time in advance.

Nursery

Nursery room is free with any rental. You will need to provide your own Childcare. Renter is responsible for minors in attendance. It is strongly suggested that minors be supervised at all times, with at least 2 adults, and no adult is to be alone with a minor at any time.

Kitchen Usage

We have two full Kitchens (one upstairs and one downstairs) equipped with refrigerators, electric (upstairs) and 2 gas (downstairs) stoves/ovens, microwaves, coffee urns, 10-cup coffee pot (upstairs), and prep counters (downstairs). **The kitchen(s) MUST BE LEFT CLEAN!**

Renter is responsible for clean-up of the kitchen area. This includes washing all dishes, pots and pans, serving pieces, etc.

- a. All counters and equipment should be wiped down and sanitized.
- b. All trash and recycling should be disposed of in the appropriate outdoor receptacles.
- c. Any and all left over food must be removed from the premises.
- d. The kitchen floors should be swept and mopped (if necessary) with cleaning supplies kept in the kitchen janitorial closet.

**FCC FACILITY USAGE
CLEAN-UP AND DAMAGE CHECKLIST**

- Sweep floor if necessary
- Mop floor if necessary.
 - *Cleaning supplies located in closet next to lower level kitchen
- Vacuum if necessary
- Fellowship area and sanctuary are left tidy
- Check that kitchen is clean, sanitized, and dishes are washed and put away
- Wipe down and sanitize all tables and chairs if necessary
- Return tables and chairs according to supplied setup graph
- Remove all trash from the church property
- Remove all left over food from the premises
- Turn off all lights
- Lock all church doors

STAFF USE ONLY:

Cleanup was completed satisfactory _____ yes _____ no

If no, comment:

Checked by: _____

Date: _____