



## Church of Christ Congregational

5 Old Middle Street ~ P.O. Box 216 ~ Goshen, CT 06756  
860-491-2793 ~ uccgoshen@gmail.com ~ goshenchurch.com

### Facility Use Contract

The Church of Christ Congregational, Goshen, CT acting through the Governing Board, agrees to share its facilities with the public according to the rules stated in this contract.

Name of User/Organization: \_\_\_\_\_ Date: \_\_\_\_\_

All people using the space are asked to share in meeting the operational expenses of this public use according to the following rates: (Capacity of rooms: Parish Hall 120 ~ Fellowship Room 49 ~ Sanctuary 160 ~ \* "Half Day" is 5 hours)

**For public events using the kitchen for cooking food**, you will be required to have a Food Handler person with a current ServSafe certificate present for your group during food preparation, cooking and serving at each event you hold. Your event/group must also obtain a temporary kitchen permit from the Torrington Area Health Dept. for each event you hold. **There is an additional \$20.00 administrative fee for events using the kitchen to be paid to the office manager.**

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| <input type="checkbox"/> A. Parish Hall with full kitchen privileges     | \$350.00 (per day): \$175.00 (5 hours)   |
| <input type="checkbox"/> B. Parish Hall (no kitchen privileges)          | \$250.00 (per day): \$125.00 (5 hours)   |
| <input type="checkbox"/> C. Fellowship Room with full kitchen privileges | \$250.00 (per day): \$125.00 (5 hours)   |
| <input type="checkbox"/> D. Fellowship Room (no kitchen privileges)      | \$150.00 (per day): \$75.00 (5 hours)  |
| <input type="checkbox"/> E. Kitchen only (Parish Hall)                   | \$25.00 per hr: (with a 2 hr min. = \$50.00)<br>\$150.00 (per day: for over 5 hours) |
| <input type="checkbox"/> F. Single Classroom                             | \$35.00 (single use) \$20.00 (ongoing per use)                                       |
| <input type="checkbox"/> G. Sanctuary (Weddings, Funerals, etc.)         | \$250.00 (Honorarium for Church Members and Church Affiliated)                       |
| <input type="checkbox"/> H. Church Cleaning Fee Deposit                  | \$50.00  |
| <input type="checkbox"/> I. Opening/Closing buildings                    | \$20.00  |
| <input type="checkbox"/> J. Pastor's Funeral Fee                         | \$300.00 (Honorarium for Church Members and Church Affiliated)                       |
| <input type="checkbox"/> K. Pastor's Wedding Fee                         | \$500.00 (must be scheduled / \$400.00 for Church Members - Church Affiliated)       |
| <input type="checkbox"/> L. Organist                                     | \$300.00 (must be scheduled / \$200.00 for Church Members - Church Affiliated)       |
| <input type="checkbox"/> M. Setup of tables & chairs                     | \$50.00  |
| <input type="checkbox"/> N. Limited Storage Space                        | Contact the office for availability & cost   |
| <input type="checkbox"/> O. Kitchen Administrative Fee                   | \$20.00  |

*The Church reserves the right to waive certain fees for certain groups. Pastor has discretion.*

**A separate cleaning deposit check of \$50.00 must accompany the filled-out agreement and payment to secure the space. The deposit check will be returned as long as the space is left in the same condition as previous to use.**

1. This agreement shall become effective only when a signed copy of this contract is received by the facilities coordinator with the proper fee/deposit, ServSafe certificate/Kitchen License. Please make checks payable to the **Church of Christ**.
2. Meat must be temperature tested using a meat thermometer. An extra is provided for use if needed (the thermometer is located on the shelf over the stove and should be placed back after cleaning).
3. Dishwashing water test strips are provided in the kitchen drawer next to the handwashing sink, for use in the circumstance of the dishwasher not working.
4. For cancelations: a 10-day notice must be received by the office prior to the event for (50% of fee refund).
5. The user will provide a copy of liability insurance coverage naming Church of Christ Congregational, Goshen, CT as additional insured.
6. User will adhere to the specified time and room or request a time and/or room change previous to the event.

7. Alcoholic beverages are **not permitted on the property.**
8. Smoking is not permitted in the facility.
9. Before leaving the facilities, please check the following:
  - All lights are turned off in all rooms used.
  - Be sure the outside light is on (the new parking lot is very dark)
  - Heat is set back to 60°.
  - Trash taken out and put in the dumpster (use the sliding door on the side and close securely to prevent bears)
  - All doors are securely locked (or scheduled to lock by the office).
  - Floors are swept, dirt picked up, and any spills are mopped up. (brooms/mops behind door in kitchen)
10. No one should enter other rooms unless your meeting is scheduled in that specified space. Children are not to use hallways without supervision.
11. To prevent wall damage, thumb tacks, staples, and tape are not permitted.
12. Limited small storage space is available for an additional fee. Please contact the office.
13. If the kitchen will be or has been utilized, please check the following:
  - No use of Styrofoam
  - All coffee pots are emptied, cleaned and unplugged
  - Dishwasher is used according to posted instructions
  - All dishes, coffee pots, etc. are washed and put away
  - Sinks are wiped clean
  - Tables, counters, and stove are wiped clean
  - All food and beverages are removed
  - All church towels are laundered and returned (or you may bring in and take home your own)
  - The floor is swept and, if necessary, mopped (brooms are behind the kitchen door/mop in custodial closet)
  - All recycling is left clean and ready for pickup in the bins located in the kitchen, Please flatten cardboard boxes and properly tie them (string is located in the kitchen). (If you do not wish to take the time to properly clean and prepare recyclables, take them home.)
  - Empty all garbage cans (the dumpster is located outside the kitchen (please use the side sliding door and close it securely to prevent bears) Garbage bags are located in the kitchen under the sink)
  - Close all windows
  - Clean equipment and return to its storage area
  - Other items used from the kitchen is washed properly and returned to storage
  - Nothing should be stored on top of, or left on the grill(s)
  - Personal items left behind will be disposed of after 10 days.

**\*Please report anything that is broken. The facility will be checked after each use.**

Reason/Event for Use: \_\_\_\_\_

User(s) will set-up the tables and chairs for our event. (*\*please see M. on page 1 of this form*)

Contact information for people responsible for this event/rental:

Name \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

