



Church of Christ Congregational

5 Old Middle Street ~ P.O. Box 216 ~ Goshen, CT 06756
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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*)

A. Parish Hall with full kitchen privileges	\$350.00 (per day): \$175.00 (5 hours)
B. Parish Hall (no kitchen privileges)	\$250.00 (per day): \$125.00 (5 hours)
C. Fellowship Room with full kitchen privileges	\$250.00 (per day): \$125.00 (5 hours)
D. Fellowship Room (no kitchen privileges)	\$150.00 (per day): \$75.00 (5 hours)
E. Kitchen only (Parish Hall)	\$25.00 per hr: (with a 2 hr min. = \$50.00) \$150.00 (per day: for over 5 hours)
F. Single Classroom	\$35.00 (single use) \$20.00 (ongoing per use)
G. Sanctuary (Weddings, Funerals, etc.)	\$250.00 (Honorarium for Church Members and Church Affiliated)
H. Church Cleaning Fee / Deposit	\$30.00
I. Opening/Closing buildings	\$20.00
J. Pastor’s Funeral Fee	\$300.00 (Honorarium for Church Members and Church Affiliated)
K. Pastor’s Wedding Fee	\$500.00 (must be scheduled / \$400.00 for Church Members - Church Affiliated)
L. Organist	\$300.00 (must be scheduled / \$200.00 for Church Members - Church Affiliated)
M. Setup of tables & chairs	\$50.00
N. Limited Storage Space	Contact the office for availability & cost

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 condition it was previously in.

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. Please make checks payable to the **Church of Christ**.
2. A 10 day notice must be given prior to the event for cancelations (50% of fee refund).
3. The user will provide a copy of liability insurance coverage naming Church of Christ Congregational, Goshen, CT as additional insured.
4. User should adhere to the specified time and room or request a time and/or room change.
5. Alcoholic beverages are not permitted on the property.
6. Smoking is not permitted in the facility.
7. Before leaving the facilities, please check the following:
 - All lights are turned off in all rooms.
 - Be sure the outside light is on (the new parking lot is very dark)
 - Heat is set back to 60°.
 - All doors are securely locked.
 - Floors are swept, dirt picked up, and any spills are mopped up. (brooms/mops behind door in kitchen)

7. Our classrooms are set-up for Sunday School classes. No one should enter these rooms unless your meeting is scheduled in a classroom. Children are not to use hallways without supervision.
8. To prevent wall damage, thumb tacks, staples, and tape are not permitted.
9. Limited small storage space is available for an additional fee. Please contact the office.
10. 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 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 property 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 (dumpsters are located outside the kitchen, new garbage bags are located in the kitchen)
 - Close all windows
 - Equipment is cleaned and returned to its storage area
 - Anything 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 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: _____

Additional contact information can be added to the back of this sheet if needed.

Please include all dates of use for the year 20_____

Month	Date	Times	Room(s) Requested

I acknowledge the contagious nature of the Coronavirus/COVID-19 and that the CDC and many other public health authorities still recommend practicing social distancing. I further acknowledge that The Church of Christ Congregational, UCC has put in place preventative measures and policies to reduce the spread of the Coronavirus/COVID-19 which I promise to follow. I further acknowledge that The Church of Christ Congregational, UCC cannot guarantee that I will not become infected with the Coronavirus/Covid-19. I understand that the risk of becoming exposed to and/or infected by the Coronavirus/COVID-19 may result from the actions, omissions, or negligence of myself and others, including, but not limited to, church staff, and other people using the church facilities. I voluntarily seek to use the Church of Christ Congregational, UCC property and acknowledge that I am increasing my risk to exposure to the Coronavirus/COVID-19.

For handling or preparing food for sale: Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness.” “Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness, especially if you have certain medical conditions. To prepare foods for sale in our kitchen you must have a current Food Handlers Certificate/Safe Serve Certificate from the Torrington Area Health Department.

Users of the facilities shall indemnify and hold the Church harmless from and against any and all liability for personal injuries, property damage, or for loss of life or property resulting from, or in any way connected with, the condition or use of the facilities covered by this contract. Or any means of ingress to or egress from such facilities, except liability for personal injuries, property damages, or loss of life or property caused solely by the negligence of the Church.

User’s Signature: _____ Date: _____

_____ \$50.00 cleaning deposit included with agreement / check # _____