



# 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 renter: \_\_\_\_\_ Date: \_\_\_\_\_  
All users are asked to share in meeting the operational expenses of this public use according to the following rates:

<b>A. Parish Hall (no kitchen privileges)</b>	<b>\$250.00 (per day): \$125.00 (*half day)</b>
<b>B. Sanctuary (Weddings, Funerals, etc.)</b>	<b>\$250.00 (Honorarium for Church Members and Church Affiliated)</b>
<b>C. Church Cleaning Fee</b>	<b>\$30.00</b>
<b>D. Pastor's Funeral Fee</b>	<b>\$200.00 (\$150 burial only)</b>
<b>E. Pastor's Wedding Fee</b>	<b>\$200.00</b>
<b>F. Organist</b>	<b>\$150.00</b>
<b>G. Setup and breakdown of tables &amp; chairs</b>	<b>\$15.00 (if applicable)</b>

\* "Half Day" is 5 hours

\* The Church reserves the right to waive any or all rental/cleaning fees for certain groups. Pastor has discretion.

**A separate check for a cleaning fee of \$30.00 must accompany the filled-out agreement along with the rental fee payment in order to secure the space. Please initial and date each page as indicated.**

**The following Covid 19 policy and protocol health list must be followed in order to use the church room.**

- Temperatures must be taken for each person at the door (no admittance for 100°F / or over)
- Must wear masks when in the building
- Use only the Parish Hall (big room)
- No use of the kitchen
- No roaming in the hall
- No use of books, flyers, etc. being handed out
- No coffee or food making (coffee/food may be brought in by individuals for themselves only)
- Jacket, coats, hats, etc. must be kept with each individual and hung on the chair they are using
- Bathroom is for emergency use only (only the bathrooms near the Parish Hall)
- If someone contracts Covid 19 we must be notified immediately
- \_\_\_\_\_ people or less at all times (including church staff that may be in the building during use)  
**(this number may change and will be according to the state mandate at the time of the event)**
- Use hand sanitizer
- Social distance of 6' or more between all people (except couples/people in same family/house)
- Keep a dated name / contact list of each week's attendees for your records (We will not ask for it to protect your groups anonymity, but in case it is needed for contract tracing/notification)
- If school(s) in Region 6 close, our buildings also will close
- Leave tables and chairs out (for cleaning, do not put away on racks/in closet)

1. This agreement shall become effective only when a signed copy of this contract is received by the facilities coordinator with the proper rental fee/deposit. Please make checks payable to the **Church of Christ**.
2. The renter/user will provide a copy of liability insurance coverage naming Church of Christ Congregational, Goshen, CT as additional insured.
3. Alcoholic beverages are not permitted on the property.
4. Smoking is not allowed in the facility.
5. Before leaving the facilities, please make sure all lights are turned off.
6. Our classrooms are setup 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. These rooms will typically be locked.
7. To prevent wall damage, thumb tacks and tape are not permitted.

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

Reason for Rental / Use: \_\_\_\_\_  
 \_\_\_\_\_

Name of Organization/Private Party: \_\_\_\_\_

Contact information for people responsible for this event/rental/use:

Name \_\_\_\_\_

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

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

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.

**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.**

**Renter's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_ **\$30.00 cleaning fee and rental fee included with agreement / check #** \_\_\_\_\_

(Rev. 9/24/20 TV)

(office use only: \_\_\_\_\_ entered in calendar)