

First Congregational United Church of Christ

BUILDING, EQUIPMENT, AND SERVICES POLICIES

Thank you for inquiring about the use of the facilities, equipment, and/or services of First Congregational Church. This information should answer most questions concerning use of our facilities, equipment, and services. If, after reading this information, you still have questions, please call the Building Use Coordinator or leave a message at the church (928) 774-0890.

FACILITIES AND EQUIPMENT AVAILABLE

SANCTUARY: Seats 100. Organ and piano are available for use with prior permission. To obtain permission, please call the church.

MEETING ROOMS: The building contains a Fellowship Hall with small adjoining kitchen, two small classrooms, and two restrooms. The nursery and Pastor's Study (including the phone) are not available for non-church use. No shower facilities are available. The kitchen contains an electric stove with oven, refrigerator, microwave, dishwasher, three large coffee pots (one for hot water only), plus an assortment of pots, pans, flatware, dishes, cups, etc. Persons using the facilities are expected to furnish all edibles, including beverages. Coffee, tea, and other beverages on the premises are the property of the church and are not to be used without authorization. Approximately thirteen (13) six-foot folding tables and 100 folding chairs are available.

FURNISHINGS: Tables, chairs, and other furnishings are not to be removed from the premises without the prior consent of the Church Calendar Coordinator or the Trustees Commission Chairperson. Under no circumstances are the gray, padded folding chairs to be removed from the interior of the building. The folding tables and green, unpadded folding chairs are available for use outside the building with prior approval of the Building Use Coordinator or Trustees Commission chairperson.

SOUND SYSTEM: Use of the sound system requires prior approval and training by the Pastor or Trustees Commission chairperson.

RESERVATIONS

ALL RESERVATIONS shall be at the discretion of the Trustees Commission and scheduled by the Building Use Coordinator on a first-come, first-served basis. ***Church related and sponsored congregational activities shall retain precedence.*** The date and time of the proposed event will be reserved on the church calendar upon receipt of the signed written contract or lease (if required) and applicable building and/or equipment use fees (not personnel fees). The fees are non-refundable if the cancellation of reservations is made less than 7 days prior to the proposed event.

LONG TERM, EXTENDED, AND SOME SPECIAL USAGE will require the approval of the Trustees Commission and, depending upon the duration and purpose of usage desired, the

approval of the Church Council or congregation. Contact the Building Use Coordinator for information on obtaining approval, reservations, as well as forms required for long term, extended, and special usage. See fee schedule in this material.

SPECIAL USE FEES will be assessed for all revenue-generating activities of members and non-members alike.

PAYMENTS FOR ONE-TIME USE: All fees due must be paid in full two weeks prior to the date of the usage. Payments received less than two weeks prior to the date of usage will be assessed a \$10 or 10% late fee, whichever is greater. Should payment not be received 48 hours prior to use, reservations automatically will be cancelled and any fees paid will not be refunded. Building use and equipment use fees should be made payable to First Congregational Church, and sent to the church. Personnel fees should be made payable directly to the individual. The Building Use Coordinator or the pastor can supply the names of those to whom the checks should be made payable. Fees are subject to change by the Trustees Commission.

GENERAL POLICIES

MAXIMUM CAPACITY of the church is 150 people. Under no circumstances is the number of guests and/or participants to exceed this amount.

RESPONSIBILITY for all items brought to, displayed, or left in the church shall be that of the party contracting for the event. The church cannot accept responsibility for either damage to, or loss of, items that are not property of the church. The party contracting for an event through the church assumes all liability (a certificate of liability insurance may be required), all responsibility for reasonable care of the facilities and equipment, as well as leaving the church in good and proper order at the conclusion of the event. (See CARE DURING AND CLEANING FOLLOWING USE.) Any cleaning or repair expenses incurred by the church as a result of use of the facilities or equipment will be the responsibility of the persons or organization contracting the use and must be paid within 30 days.

SOUND AMPLIFICATION is normally unnecessary due to the limited size of the building, and therefore not recommended. Persons requiring sound amplification for their event must obtain permission and instruction from the pastor, Trustees Commission or Building Use Coordinator prior to the event. Amplification must not exceed reasonable levels.

SMOKING is not permitted within the building or on the church property.

ALCOHOLIC BEVERAGES are not permitted in the building, on the church grounds or in the parking lot at any time.

ANIMALS, except service animals, are not permitted in the building.

PARKING is available in the paved parking lot only to persons using the building. ***Under no circumstances are the driveways to or from the parking lot, including the upper drive directly in front of the building, to be obstructed by parked cars.***

THE PASTOR of First Congregational Church will officiate at all religious services held in the church building for members and non-members alike. With the pastor's approval and invitation, other pastors or persons may assist and participate in the services. To avoid misunderstandings and embarrassment, please discuss all plans for religious services with the pastor well in advance of the event.

THE ORGANIST AND SOLOIST(S) (if required) must be secured by the persons planning the event. The pastor can provide names of qualified organists and soloists. The pastor and the organist will be of great help in planning music that is appropriate, festive and spiritual. All music must have the approval of the pastor.

DECORATIONS in the church should be modest. We suggest, because of the simplicity of the sanctuary, one floral arrangement of appropriate size for the communion table. **No flowers or candles may be placed upon the pulpit, lectern, piano or organ.**

CARE DURING AND CLEANING FOLLOWING USE of the facilities and/or equipment shall be the responsibility of the contracting party. Specifically, any party contracting for use shall clean the floors of areas used (including kitchen and restrooms), clean and return all equipment used to its original place of storage (including kitchen dishes and utensils), close and lock all open windows and doors, extinguish all lights, and remove all trash from the premises.

POLICIES PERTAINING TO WEDDINGS

A PRE-MARRIAGE CONFERENCE to discuss wedding plans should be scheduled with the pastor at least 45 days prior to the planned date for the wedding.

WEDDING RESERVATIONS require that a complete Facility Use Agreement Form be submitted before the date will be entered upon the church calendar. The past will assist those to be married in completing the form during the pre-marriage conference.

TWO WITNESSES, at least eighteen years of age, will be required to sign the necessary documents. The pastor will need the full legal names and addresses of the witnesses at the time the marriage license is submitted.

MARRIAGE LICENSES must be in the hands of the pastor not less than three days (72 hours) before the rehearsal; or, when no rehearsal is scheduled, at least three days (72 hours) prior to the wedding. Licenses may be mailed to the pastor in care of the church.

ALL FEES FOR NON-MEMBERS will apply unless either the bride or the groom is an active member of First Congregational Church.

RICE, CONFETTI, BIRD SEED, AND FLOWER PETALS pose environmental and health hazards, litter the area, and are difficult to clean up. Therefore, none of these items may be dispersed on church property, either inside or outside the building.

POLICIES PERTAINING THE FUNERALS OR MEMORIAL SERVICES

Arrangements will be made in direct consultation with the pastor of First Congregational Church.

USAGE FEES

<i>Services</i>	<i>Members*</i>	<i>Non-Members</i>
Entire building, not including kitchen	None	\$50.00
Entire building with kitchen	None	\$75.00
Entire building with kitchen for weddings	None	\$100.00
Pastor	None	Consult for fees
Organist	None	Consult for fees
Custodial Fee (if necessary)	\$75.00	\$75.00
Long-Term/Extended Use	See Non-Member Fees	One use per week on average: \$100/month Two uses per week on average: \$150/month Three or more uses per week on average: to be determined by the Trustees Commission

*Contributions to offset any of the expenses incurred will be accepted and gratefully appreciated.

EXCEPTIONS TO FEE POLICIES

CLASSES: Instructors using the church to teach classes shall be charged 20% of student fees.

LONG-TERM USE: Non-profit organizations seeking to use the church for regularly scheduled events or meetings, revenue generating or non-revenue generating, will be charged based on the following schedule:

- One use per week on average: \$100/month
- Two uses per week on average: \$150/month
- Three or more uses per week on average: to be determined by the Trustees Commission

All long-term use of the building must be approved by the Trustees Commission at least 30 days in advance of the first use.

All fees are subject to change and may be revised in accordance with special services requested and/or long term, extended, and some special use arrangements approved by the Trustees Commission, Church Council or congregation. Any questions about the above fee policies should be directed to the Trustees Commission chairperson.

FACILITY USE AGREEMENT: ONE-TIME EVENT

First Congregational Church of Flagstaff
(United Church of Christ)
740 N. Turquoise Drive
Flagstaff, AZ 86001
(928) 774-0890
fccflagstaff@hotmail.com
www.fccflagstaff.org

Before completing this agreement, please read the Building, Equipment, and Service Policies. If there are questions regarding these policies, contact the church office at 774-0890.

APPLICANT: _____ Church Member (Y / N)
STREET ADDRESS: _____ PHONE: _____
CITY, STATE, ZIP: _____ E-MAIL: _____

EVENT DESCRIPTION

DATE OF EVENT: _____ TIME: _____

ADDITIONAL DATE(S)/TIME(S) NEEDED: _____

BRIEF DESCRIPTION OF EVENT: _____

ROOM(S) REQUESTED (circle area(s) to be used): Classroom, Fellowship Hall with Kitchen, Sanctuary

Fee(s): Classroom (\$15)
Fellowship Hall with Kitchen (\$25)
Sanctuary (\$50)
Sanctuary and Fellowship Hall with Kitchen (\$75)
Sanctuary, Fellowship Hall with Kitchen, and Classroom (\$100)

Total Fee: _____

EQUIPMENT REQUESTED (circle equipment to be used): Organ, Upright Piano, Chairs, Tables, Coffee Pots

In signing this agreement, I agree to abide by the Building, Equipment, and Service Policies. This agreement is for the agreed upon area of the building only. Other areas may be contracted for the same time. The user shall not give access to or give building keys or codes to any person other than the individual authorized by User and approved by the Church to have keys or access codes. **All fees are due at least two weeks (14 days) prior to the event(s). No refunds will be given for cancellations made less than one week (7 days) prior to the event(s).**

APPLICANT: _____ DATE: _____

APPLICANT: _____ DATE: _____

TRUSTEE COMMISSION CHAIRPERSON: _____ DATE: _____