

# SOUTH BRITAIN CONGREGATIONAL CHURCH

## APPLICATION FOR USE OF THE PARISH HOUSE

### I. APPLICANT'S INFORMATION

Group or person requesting use: \_\_\_\_\_

Purpose: \_\_\_\_\_

Building(s)/Room(s)/Kitchen requested: \_\_\_\_\_

Day(s)/Date(s)/Time(s) \_\_\_\_\_

Number of persons expected: \_\_\_\_\_

Person in charge (include address and telephone number): \_\_\_\_\_

\_\_\_\_\_

### II. BASIC COVENANT

We are pleased to offer the use of our facilities for the purpose of supporting and encouraging wholesome activities of fellowship and the common good. We, in return, expect the facilities to be treated with care and respect.

### III. EXPECTATIONS AND GENERAL INFORMATION

#### A. **NO ALCOHOLIC BEVERAGES OR SMOKING ARE PERMITTED ON CHURCH PROPERTY.**

B. Insurance: Insurance requirements and a "Hold Harmless" agreement are detailed on page 3 of this application.

C. For Safety Purposes: All non-church groups must have at least two (2) people in the Parish House any time the building is accessed. All groups using the building should plan appropriate measures to maintain control of their participants. It is of particular importance that participants remain in their permitted areas.

D. Emergencies: If someone in your party is injured or if there is a problem requiring immediate attention, please contact the Property Committee Chairperson or the Pastor. In case of damage to church property, notify the church within twenty-four hours.

E. Exterior Lighting: For night-time use please assign someone to arrive early and set the adjustment timer switch for lighting the RT. 172 crosswalk area. The timer is located on the church at the bottom of the ramp and allows you to select an appropriate number of hours. One of the switches on the left as you enter the Parish House will provide exterior light at that location.

F. Parking: All non-church groups are requested to use the large parking lot across Rt. 172 from the church (except for handicapped persons). Please emphasize the importance of using designated crosswalks and being extremely cautious. Crosswalk signs are available for use during daylight hours only. Do not use during periods of snow or ice.

G. Snow Removal: Done at the completion of storms only. Please cancel your activity if a storm is due.

H. Crosswalk Signs: Do not place in roads after dark or during periods of snow or ice.

I. Set-Up: Groups are requested to do their own set-up and take-down of tables and chairs. If it is not possible to do so, please notify us and provide a diagram with this form.

J. Clean-Up: Our custodial services are limited. Unless other arrangements are made, it is the responsibility of your group to clean up after your event. This is especially important for Fridays and Saturdays prior to our Sunday church service. (all necessary brooms, vacuums, mops, etc. may be found in the supply room adjacent to the main social hall).

K. Closing Up: Upon leaving, please 1) close and lock all windows and doors, 2) shut off all lights, fans and other electrical devices, 3) check lavatories for running water, 4) lower thermostats if applicable.

IV. SCHEDULE OF REQUESTED DONATIONS

All groups except those sponsored by the church are requested to make a donation in accordance with the following schedule. (Donations are payable by check to S.B.C.C.)

A. Use of the Gathering Room or Classroom:

Type of Function	# of Participants	Members	Non-Members
Private Social Gatherings	Up to 50	\$ 60	\$100
	Above 50	\$ 60	\$150
Non-Profit Organizations	Up to 50	\$100	\$100
	Above 50	\$150	\$150
For-Profit Organizations	Up to 50	\$125	\$175
	Above 50	\$175	\$250

Based on four hour maximum/additional time negotiable. Occupancy not to exceed 140 persons.

B. Use of the kitchen:

1. Use of coffee makers: \$25
2. Use of the ovens for warming food: \$50
3. Full use of the kitchen: \$150 (see "E" below)

Note: A \$50 refundable deposit, contingent upon satisfactory compliance with this agreement, is required before the event.

C. Use of additional rooms: \$25 per room

D. Use of the Grand Piano: \$50 or pay for a tuning as designated by the church music director.

E. Required Supervisor:

Whenever "full use" of the kitchen is granted, a trained supervisor is required at \$25 per hour (min. Of \$50).

Although they may offer assistance, their function is not custodial.

The responsibility for cleaning up still rests with the applicant.

F. Use of keys: A \$20 refundable deposit may be required for those who borrow a key.

G. On-Going Use:

Terms for requested on-going use will be determined by the Property Committee and agreed upon in a written covenant. Periodic review will be scheduled no less than annually.

V. INSURANCE REQUIREMENTS:

Evidence of insurance coverage must be presented by groups or individuals who will be using church facilities:

A. Private Social Functions:

Applicants must provide a Certificate of Liability Insurance for their homeowner’s or renters’ policy in the amount of \$500,000. This Certificate must include the effective policy period.

B. Non-profit organizations AND for-profit business activities:

Applicants must provide Certificate of Liability Insurance for their organizations or business in the amount of one million dollars, naming South Britain Congregational Church as “Additional Insured”. This Certificate must include the policy period.

Note: S.B.C.C. may waive all or a portion of the above requirements and allow certain events as a part of its mission.

VI. “HOLD HARMLESS” AGREEMENT:

With their signature on this application, the applicant agrees to indemnify, hold harmless and defend South Britain Congregational Church (SBCC) and its agents and representatives from and against all loss, damage, liability, or expense incurred, suffered or claimed by any person by reason of the negligence of, or use of SBCC facilities (including parking) by the applicant or any of its agents or representatives.

VII. I agree to abide by the conditions set forth in this document and have retained a copy for my reference.

Signed \_\_\_\_\_ Date \_\_\_\_\_

APPLICATION APPROVED \_\_\_\_\_

DENIED \_\_\_\_\_

Property Committee: \_\_\_\_\_

Date: \_\_\_\_\_