

FIRST CONGREGATIONAL CHURCH OF GRAY, UCC
FACILITY USE AGREEMENT

Adopted by Board of Trustees September 19, 2012

The First Congregational Church of Gray's primary purpose is to carry out the mission and ministry of the congregation. It has a desire to serve as an outreach to the community and has a number of longstanding relationships with community organizations for ongoing use. The congregation is happy to have your organization share our facilities.

So that all church members and outside groups can enjoy our facility, we ask that you follow this guide and sign and return the Facility Use Agreement and Release Form. A copy of the approved form will be returned to you once approved.

Building use activities fall under the jurisdiction of the Board of Trustees. Requests for building use are managed through the church office. No commitment for building use is finalized until the use agreement has been approved and executed through the church office. Local organizations and individuals for one-time or short-term usage also may use church facilities. When possible we will attempt to make our facility available for such groups. Our first priority is to congregation programs and membership needs. Priority is then given to non-profit groups that are supported by our church and finally to other non-profit organizations and individuals.

Approval for the use of the grounds and/or facilities of our congregation does not constitute or imply endorsement of a group, their mission or their positions. Groups approved to use congregation facilities are not to advertise the event in such a way as to imply endorsement by the congregation. No activities or advocacy may take place within the congregation, its buildings or grounds that conflict with the practices of this congregation.

Included in this guide are the following:

- Steps to facility use scheduling
- Fee schedule
- Rules and regulations
- Facility use agreement and release form

STEPS TO FACILITY USE SCHEDULING

1. All reservations **MUST** be made through the Facilities Use Coordinator as appointed by the Board of Trustees.
2. Return the Facility Use Agreement and Release Form to the church office and you will be notified whether your request is approved or declined.
3. When request is approved, pay the security deposit of \$100.00 in the form of check, cash or money order to confirm your reservation. A key to the building will be issued on the Friday prior to the weekend event. If event is during the week advance arrangements must be made with the Coordinator.

FEE SCHEDULE

1. All Groups, excluding Church and sponsored organizations, using church property and not charging admission or donations shall be charged the following rates:

a) Church and Vestry	\$115.00
b) Supper room and Kitchen	115.00
c) Parish Hall with Kitchen	115.00
d) Classrooms (each)	30.00
e) Classroom and Kitchen	45.00
2. Following the satisfactory inspection of the building after the event and the return of the key, the \$100.00 security deposit will be returned.
3. If additional cleaning or set-up help is required, a janitorial fee of \$25 per hour will be charged.
4. All Church organizations and sponsored organizations, i.e. WIC, Girl/Boy Scouts, Lions Club, Extension and 4-H, have use of the meeting rooms without fee provided the rooms are left in suitable condition.
5. All groups for which admission is charged or donations received shall be charged an additional \$10.
6. Separate fees will be charged for separate meetings held the same day.
7. Fees and policies are subject to change by the Board of Trustees.

RULES AND REGULATIONS

1. **CHURCH PROPERTY:** Church property will not be loaned, borrowed or removed from church premises without prior permission from the Board of Trustees. Church property such as chairs and tables may be used when using the facility under the rules herein.
2. **FACILITY CARE:** The church area used by your group must be left clean and orderly with church furniture and property returned to its designated place. Failure to comply may result in forfeiture of the security deposit.
3. **KITCHEN RULES:** The kitchen must be left clean and orderly after use. All supplies and trash are on a "Carry In—Carry Out" basis. Church supplies are NOT to be used except by church sponsored activities. Failure to comply may result in forfeiture of the security deposit.
4. **PIANO AND ORGAN USE:** Permission to use the piano or organ must be granted by the organist. Permission will be requested via your application.
5. **NO SMOKING, NO ALCOHOL, NO EXCEPTIONS.** All members of all groups using our facilities shall abide at all times by a no smoking rule in all parts of the buildings, including corridors, restrooms, outside grounds or parking lots. Alcohol consumption is not allowed on the congregation property, including all buildings, outdoor areas and parking lots.
6. **BUILDING USE:** All groups agree that they will ensure that all event participants leave the building after the event. They will be responsible for turning off all lights and closing all windows. As applicable, if a key is provided, the group or member will be responsible for locking the facility.
7. **SUPERVISION OF CHILDREN AND YOUTH:** The congregation seeks to provide a safe environment for children and youth. All users of the facility are expected to follow the guidelines of this policy including the following:

- a. No fewer than two adults should be present at all times during any program or event involving children.
 - b. Adult supervision is required at all times both inside and outside of the church property including the parking lot.
 - c. Children and/or siblings of the group members must stay with the group or under the care of additional adult supervisors.
8. **FOOD AND DRINK:** Food and drink should be limited to designated areas. Anyone using the church property is responsible for cleaning up after each use, both inside and outside. If a private catering service is used for the event, the caterer must furnish all equipment (e.g. dishes, silver, table cloths, etc.) and remove immediately after the event. Storing of catering equipment is not permitted.
 9. **DECORATIONS:** Decorations may be attached to the walls or doors with removable tape that will not permanently damage the surface. All such decorations must be removed immediately following the event.
 10. **EMERGENCY SCHEDULING CONFLICTS:** The congregation reserves the right to pre-empt any facility use agreement for its own use in cases of emergencies, such as funerals. Notice will be provided as early as possible.
 11. **STORAGE:** Storage space is limited for organizations other than church groups. All organizations using the facility will be responsible for storing accessories offsite unless prior arrangements have been made through the Board of Trustees.
 12. **BREAKAGE:** All persons and/or groups using our facility are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage or breakage. The person(s) signing the application for use shall be responsible for paying costs incurred by the church in cleaning, repairing or otherwise refurbishing any part of the building and/or its furnishings and equipment, which in the judgment of the congregation, has been carelessly or irresponsibly subjected to more than normal wear and tear by the person(s) or group(s) involved. These costs will be deducted from the security deposit.
 13. **SECURITY:** The congregation works to maintain a safe and secure environment within the facility; however, no systems are foolproof. We ask that all users pay close attention to personal property and valuables and not leave them unattended. The congregation is not responsible for theft or damage to personal property.
 14. **FINAL DECISIONS:** In case of doubt or uncertainty by any outside person or group about the application or interpretation of these regulations, or in the customary practices not specifically mentioned here, the Board of Trustees or their delegated representative shall decide the matter; and all individuals and groups shall abide by the Board of Trustees' directions or forfeit the use of any part of the facility.

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