

**FIRST CONGREGATIONAL CHURCH OF GRAY, UCC  
FACILITY USE APPLICATION AND RELEASE FORM  
Adopted by Board of Trustees September 19, 2012**

Name of Organization: \_\_\_\_\_

Responsible Person: \_\_\_\_\_

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

Contact Person's Name: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Contact's E-mail: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Organization's Purpose: \_\_\_\_\_

Dates Requested: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Frequency:  One time only  Weekly  Monthly  Other \_\_\_\_\_

Which day of week?  Mon.  Tues.  Wed.  Thurs.  Fri.  Sat.  Sun.

**GENERAL INFORMATION:**

Describe in **detail** the type of event you would like to bring to our facility: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will tickets be sold or admission charged for your event?  Yes  No

If yes, what will the ticket price or the admission fee be? \_\_\_\_\_

If yes, how will the proceeds from this event be used? \_\_\_\_\_

Is your group a Nonprofit 501 (c)(3) organization?  Yes  No

If yes, Nonprofit ID Number: \_\_\_\_\_

**FACILITIES REQUESTED:**

Sanctuary:  with or  without piano/organ.

Supper room:  With or  Without Kitchen

Parish House: (Large meeting room)

With or  Without Kitchen

Meeting/Class room(s)  With or  Without Kitchen

Other (Please list) \_\_\_\_\_

Six-foot tables: # \_\_\_\_\_ Chairs: # \_\_\_\_\_ Anticipated Number of Participants \_\_\_\_\_

Will Food or Drink be consumed?  Yes  No

Special Needs or Requests: \_\_\_\_\_  
\_\_\_\_\_

**FEE ARRANGEMENT**

The parties understand that the fee for use of the building will be \$\_\_\_\_\_. Additionally, costs incurred to clean up or make repairs following your use of the facility will be deducted from the security deposit.

**RELEASE AND INDEMNITY AGREEMENT**

This Release and Indemnity Agreement is between \_\_\_\_\_ (organization or individual) and First Congregational Church of Gray, UCC described above for meetings and other activities.

NOW, THEREFORE, in consideration of the First Congregational Church of Gray, UCC permitting the organization or individual(s) to use the property described herein, the organization or individual(s) agree(s) as follows:

1. Organization or individual(s) here indemnify, hold harmless, releases and discharges First Congregational Church of Gray, UCC and its directors, agents, officers, members, volunteers and/or employees, from any and all liability, claims, demands, losses or damages arising out of the use of the property.

**ACCEPTANCE OF RESPONSIBILITY**

I/We agree to be responsible for the conduct of those coming to or participating in the activity for which this application is being made, and for any damage beyond normal wear and tear which may occur as a result of this activity. I/We will remove all signs posted by my/our group after the meeting has ended. I/We further agree that the church property will be used in accordance with the Rules and Regulations of the congregation (a copy including the Rules has been received), and I/We hereby consent to the Release and Indemnity Agreement.

Name of Organization: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

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**Office Use Only:**

Reservation Confirmed on \_\_\_\_\_

Deposit Received on: \_\_\_\_\_

Condition of Facility after event:

Clean/Undamaged

Clean-up needed (number of janitorial hours \_\_\_\_\_ x \$25.00/hr.)

Damage Noted: \_\_\_\_\_

Deductions from Deposit:

No Deductions

Janitorial Fee of \$ \_\_\_\_\_

Repair Costs of \$ \_\_\_\_\_

Amount to be Refunded: \$ \_\_\_\_\_

Refund of Deposit Requested on: \_\_\_\_\_

Refund Check Mailed on: \_\_\_\_\_