



First Congregational  
Church of Granby

## Facility Use Agreement

**Date:**

**Organization Name:**

**Primary Contact Name:**

**Primary Phone #**

**Address/City/State/Zip:**

**Primary email (please print):**

### GENERAL RULES FOR BUILDING USAGE

1. Children and youth must be supervised at all times, which includes use of play areas.
2. If usage area or number of participants changes, a modified request is required.
3. Police the area, clean up spills, place all debris and left over food in trash bags (deposit trash in dumpster, separating recycling from waste).
4. Equipment and kitchen utensils are to be returned to storage areas in the same condition they were found – tables and chairs set up as they were when you occupied the room.
5. Check restrooms for general cleanliness and to insure that toilets are flushed and faucets turned off.
6. Please turn off lights in the area(s) you used and lock exterior doors if you are the last to leave the building.

The renting individual agrees that he/she and the organization which he/she represents, if any, are responsible for adhering to the following rules and regulations set forth by the Board of Trustees of First Congregational Church Granby:

1. No consumption of alcoholic beverages or use of tobacco in the building.
2. When the rented facilities are vacated by the renting parties, they must be as clean as they were at the beginning of the rental.
3. First Congregational Church Granby has the right to inspect the premises during the rental time to ensure that this rental agreement is being followed. Refusal to allow such inspection or to correct any violation of this agreement shall be cause for immediate termination of the rental and forfeiture of the rental fee. The renting party shall be responsible for cleaning even if termination and forfeiture occur.
4. The renting party shall be totally financially responsible for any damage to the property of First Congregational Church Granby during the rental, whether the damage is caused by the renting party or by any other person admitted to the hall by the renting party.

5. The renting party shall be responsible for upholding and seeing to the enforcement of all applicable federal, state, and local laws during the rental period.
6. The responsible individual signing this agreement hereby attests that he/she is a responsible adult aged twenty-one or older.
7. The hall may be decorated by suspending decorations from "Beams" in the ceiling. All decorations are to be removed by the renting individual or group. No tape or thumbtacks to walls.
8. This agreement applies to the Cook hall, kitchen and bathrooms on the upper level of Cook Hall. The lower level classrooms and bathrooms are not to be used.
9. ANY PERSON OR GROUP OUTSIDE THE MEMBERSHIP OF FIRST CONGREGATIONAL CHURCH, GRANBY, MUST FURNISH PROOF OF LIABILITY INSURANCE IN THE FORM OF A LETTER OR CERTIFICATE FROM THE RENTER'S INSURANCE COMPANY THAT HE/SHE OR THE ORGANIZATION IS COVERED BY LIABILITY INSURANCE.

**FIRST CONGREGATIONAL CHURCH GRANBY**  
**SCHEDULE OF FEES (PER EVENT)**

- |          |  |
|----------|--|
| \$250.00 | Full use of Cook Hall and the Kitchen ( <b>in addition to a \$250 refundable cleaning / damage deposit required before renting the FCC Kitchen.</b> )  |
| \$150.00 | Full use of Cook Hall and incidental use of the kitchen (if needed). Incidental use is using the kitchen to store items and minor preparation. No cooking or heating of any foods is to be done. |
| \$100.00 | Full use of the Kitchen only ( <b>in addition to a \$250 refundable cleaning / damage deposit required before renting the FCC Kitchen.</b> ) Includes use of ranges, ovens, and dishwasher.      |
| \$ 50.00 | Use of Memorial Meeting Room   |
| \$ 50.00 | Use of Room B5 on the lower level  |
| \$300.00 | Use of FCCG Sanctuary  |

Available Sexton Services: \$125 for Cook Hall/Kitchen, \$125 for Sanctuary (services include opening and closing the church building, set up of tables and chairs, wash dishes, remove trash, break down tables and chairs and sweep floors.) This fee is to be paid directly to the Church Sexton.

For the personal use of members of First Church, there is no fee. If the member desires, a contribution may be made to defray the cost of operating the building.

For the use of not-for-profit community or civic organizations that serve the Granby area, there is no fee. A donation of at least \$30.00 is encouraged and will be gratefully accepted.

## INSURANCE

Facility renters must provide a Certificate of Insurance naming FCC Granby as additional insured when submitting this facility use agreement to church office. You must show insurance for liability and products of \$1 million per occurrence/\$2 million annual aggregate.

**Do you have a current license for your food business?**      **License Number/Location**

**Yes**     

**No**

**Do you have a Food Handler's Certificate? Please provide along with this form.**

**Yes**      **Certificate #**     

**No**      **Expiration Date:**     

SIGNATURE OF CONTACT PERSON:  
\_\_\_\_\_

PRINT NAME: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

DATE: \_\_\_\_\_