

## Guidelines and Application for Use of Church Space

*Welcome to the First Congregational Church! We hope you enjoy using the church facility.*

### Space Use Policy and Priorities

The First Congregational Church of Wolfeboro offers the use of its facilities as a community service for non-profit activities and for organizations providing community service.

Priorities for space use are:

1. Services or meetings sponsored by the church as part of its direct mission;
2. Meetings or events not directly sponsored by the church, but which are relevant to the church's work or its service to the surrounding community; and
3. Meetings or events sponsored by any other organizations that do not fall into the above categories.

Once the church makes a commitment of space, that commitment will be honored unless there is an unusual and compelling reason requiring use of the space for a higher church priority. In that case the church will explain its decision and allow time for the client to obtain another space.

### General Guidelines

1. Some church spaces are pre-set with furniture and equipment. They are to be used in the standard setup unless the sponsoring group resets the room or a setup fee is paid by the sponsoring group. Other spaces have no standard setup and always require either setup by the church with payment of a setup fee, or setup by the sponsoring group. Church staff can clarify setup practices for clients using church space.
2. Sponsoring groups must leave the space clean, in good order, and returned to the original setup; otherwise resetting fees and/or cleanup fees will be assessed as applicable. **A damage fee may be assessed to cover the costs for repair that exceeds normal wear and tear.**
3. Liability insurance may be required. The Certificate of Insurance (COI) must name the First Congregational Church of Wolfeboro, NH (UCC) as an additional insured. A liability agreement may be required as well.
4. For sponsoring groups new to the church and having events in church space, rental fees may be assessed in advance of the event. In most other cases, for groups with previous uses or well-known to the church, the church will bill the sponsoring group after their event. (Additional information on this is available from the church office.)
5. At the end of the event, sponsoring groups must ensure that all lights are turned off throughout the building, unless there is a later event. (This includes lights in bathrooms, hallways, classrooms, the kitchen, and the fellowship hall.) Faucets and kitchen equipment must be turned off, if used, and outside doors and windows should be closed and locked by the sponsoring group which uses them.
6. Please refer to the Alcohol Use Policy if alcohol will be present.
7. A deposit may be requested.

### **Building Information**

1. The First Congregational Church building is a tobacco-free space, and all sponsoring groups and their guests are expected to support this policy.
2. The building is handicap-accessible, and church staff can advise sponsoring groups on special facilities which may be used to support people with disabilities who attend events.
3. An Automated External Defibrillator (AED) is located in the kitchenette area at the back of the sanctuary.
4. For problems with the building, please call the sexton, Dan Flaucher, at 603-515-7005.
5. In case of fire or other emergency, call 911. An automatic fire alarm system will activate in a fire. In addition to two building exits at the back of the sanctuary, there is a fire exit at the front left side of the sanctuary backstage.
6. Seating capacity is: Sanctuary, 394; gathering space at rear of sanctuary, 70; Fellowship Hall downstairs, 144 with tables and 220 with chairs only;

### **Space Use Fees**

1. There are no user fees for services, meetings, or events sponsored by the church and part of its direct mission. Weddings and funerals/memorial services are included in this category for members of the church.
2. For meetings or events not directly sponsored by the church, a **caring rate** will be charged when the sponsor is a non-profit organization or the event is intended to raise funds solely for causes relevant to the church's mission.
3. The higher **standard rate** applies when meetings and events are sponsored by any other organization or person(s) that do not fall into the above categories.

Church staff will explain the application of space use fees under this policy when reservations are made for a sponsoring group and will tell the group what charges they may expect. In some cases, a security fee will be charged with advance notice to the sponsoring group. A custodial fee may be charged when the room needs cleaning after the sponsoring group departs or the room has not been reset to its original arrangement.

Larger spaces (the sanctuary, fellowship hall, or the gathering space at the rear of the sanctuary) are rented on a full day or half day basis. Classrooms are rented on an hourly basis.

### **Application Form**

Please fill out the Space Use Application to request use of church space under the above policies and guidelines.

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

*Please call the church office, 569-1555, if you have questions.*