

GROVELAND CONGREGATIONAL CHURCH

United Church of Christ

4 King Street
Groveland, Massachusetts 01834
Rev. Lance C. Dallaire, Pastor

Telephone: 978-372-3463
e-mail: gccucc@verizon.net
www.grovelanducc.org

Application for Use of Facilities

EVENT: _____

DATE: _____

HOSTED BY _____

[Persons or Organization]

Check here if ongoing usage
include dates with application

Address: _____

Name of Contact Person: _____

Phone #: _____ Email: _____

Address: _____

ROOM: Sanctuary Fellowship Hall Memorial Hall Parlor Other _____

TIME: Start _____ End _____ Number of Persons Expected _____

[Note: please include time needed to set up and break down, clean up, etc.]

ADMISSION CHARGED? Yes ___ No ___ Refreshments to be Served? Yes ___ No ___

CATERER? Yes ___ No ___ [Name of Caterer: _____ Telephone #: _____]

CHURCH EQUIPMENT NEEDED: Chairs ___ Tables ___ Lectern ___ Card Tables ___ Other _____

If set-up requested, please contact the Sexton, at least one week prior to event.

The Sexton's fee of \$50 is required for all events. [Sexton: Carroll Gustafson 978.373.9565]

Are you a contributing/active member of the Groveland Congregational Church? Yes ___ No ___

If yes, in what way are you active? _____

Signature of Applicant: _____ Date: _____

LONG TERM USERS [Scouts & other non-profit groups]: you must renew your application annually, and if leaders change **YOU MUST RETURN YOUR KEY TO THE CHURCH, AND THE NEW LEADER MUST COME TO THE CHURCH FOR A NEW KEY.** Please help protect ALL our children with these simple security measures.

DONATION SCHEDULE

	<u>MEMBER</u>	<u>NON-MEMBER</u>
Fellowship Hall [inc. kitchen]	no charge	\$125
Memorial Hall	no charge	\$100
Parlor, classroom [at Trustees' discretion]	no charge	variable

Please refer to attached regulations for more detail. Completed application **MUST BE RECEIVED** before final approval is granted. Donations are requested on or before the event date, payable to Groveland Congregational Church. Please plan to pay the sexton directly. Call the church office with any questions.

Approved by : _____

Date: _____

Sign & print

For church office use only:

application rec'd _____ fee rec'd _____ calendar: _____ key: _____

Building Use Checklist

General

- The parking lot light is on a timer and will shut off automatically; allow 15 minutes for lamps to warm up
- Sweep floors; wash floors, if necessary
- Clean tables
- Fold any tables you took out and put them away
- Fold any chairs you took out and put them away
- Empty trash
- Close and lock windows
- Unplug equipment you plugged in (fans, audio system, etc.)
- Turn off room and hallway lights
- Close all FIRE DOORS and those marked "Keep This Door Closed"
- Return TV/VCR cabinet to Memorial Hall
- Check that bathrooms are tidy, faucets are off and toilets are flushed and not running
- Turn off porch lights
- Close and lock all exterior doors
- Report any problems on the forms in the hall outside Fellowship Hall

Sanctuary

- Close back doors, balcony doors and door leading into hall
- Outside doors must be locked and closed tightly; doors stick and must be closed firmly
- Turn off speaker system
- Leave fans on during heating season
- Extinguish all candles
- Return pews and furniture to original condition including Bibles, hymnals, maroon books and removal of decorative items

Fellowship Hall

- Turn down heat
- Close stage door
- Close double doors (both sets)
- Open stage curtain

Kitchen

- Turn off all appliances
- Turn off water
- Clean all equipment and dishes
- Disinfect all work surfaces with supplied cleanser
- Run garbage disposal, if necessary
- Empty dishwasher and drying rack
- Return all equipment and dishes to proper locations
- Remove leftover items from refrigerator
- Close doors into Fellowship
- Open door into office hallway

Memorial Hall

- Leave fans on during heating season
- Clean kitchenette, if used
- Remove leftover items from refrigerator
- Close kitchenette, double and stairway doors

Parlor

- Close double doors to Memorial Hall
- Return furniture to original positions
- Open door to hallway

Other

- In Preschool classrooms, open dividing wall
- In Preschool classrooms, close and lock doors
- Leave all Sunday School doors open except for FIRE DOORS and double doors into Thrift Shop
- Turn dehumidifiers back on if you turned them off

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USE OF FACILITIES Addendum

The Groveland Congregational Church is adjusting the "use of facilities" form to indicate to all organizations that use our facilities of a cost increase due to rising energy costs. This reasonable increase will go into effect beginning September 1st, 2008. The Board of Trustees is pleased to offer to all church sponsored groups our facilities at no charge while only accessing a "fuel adjustment" charge according to the chart below.

Church sponsored organizations per week.....	\$ 10
Non-church sponsored organizations per week.....	\$ 25

These energy costs shall be reviewed periodically and adjustments may be made with 60 day notification to all organizations.

Energy consumption months will be from October thru March.

Payment in full for the term required is expected by October 15th of each year.

The Trustees ask that every organization be respectful of church properties, use care while being in church facilities and be aware of energy usage at all times. It is everyone's commitment to being energy smart that keeps costs lower and allows organizations like yours to use our church facilities for good use.

The members of this church, the Board of Trustees and the church officers thank you for your understanding and awareness of energy conservation.

Name of organization _____

Contact Person _____ Date _____

Phone # _____ Email: _____

Chairman, Board of Trustees _____

Office Administrator _____ Date _____