

Congregational United Church of Christ
Armada, Michigan 48005
(586) 784-5901

Attachment A

<u>Service</u>		<u>Active Members</u>	<u>Inactive Members & Non-Members</u>
Weddings	Minister	\$250	\$350
2.5 hours + 1 hour rehearsal	Organist (includes 1 rehearsal)	\$150	\$150
	Wedding Coordinator	\$50	included
	Sanctuary Usage Fee	Suggested Donation of \$200	\$500*
Funerals	Minister	\$200	\$250
2.5 hours	Organist	\$150	\$150
	Sanctuary Usage Fee	Suggested Donation of \$150	\$250
Fellowship Hall	Hall Usage Fee	Donation Requested	\$50/hour (2 hour minimum)*
	Kitchen Usage Fee – No Cooking	Donation Requested	\$10/hour (2 hour minimum)*
	Kitchen Usage Fee - Cooking	Donation Requested	\$25/hour (2 hour minimum)*

Deposit

*All Building Usage Fees (Sanctuary, hall and kitchen) require a \$50 custodial fee and 50% deposit. The deposit is due at the time of scheduling. The balance is due no less than 30 days prior to the service.

Attachment B

Sanctuary Rental Agreement

Renter(s) will hold harmless and indemnify the Congregational United Church of Christ of Armada, the United Church of Christ, the Eastern Association, the Michigan Conference of the United Church of Christ and any of their respective officers, board members, employees or agents from and against any claims, losses, damages, liabilities, costs, expenses (including attorney fees and related costs), or obligations arising out of or resulting from the use of the buildings, grounds equipment or furnishings of the Congregational United Church of Christ of Armada. The renter(s) acknowledges that it takes and uses this facility at his or her own risk.

Name of Applicant(s) applying for rental _____

Address _____

Phone: Home () _____ Cell () _____ Fax () _____

Relationship to Church (if any) _____

Active Member? _____ Yes _____ No If No, referred by _____

Date(s) of rental _____

Purpose of Use _____

Number of People Attending _____

Hours of use (including rehearsals, preparation time and photography) _____

Do you wish to employ the services of our organist/pianist? _____

Do you require a preparation area other than the Sanctuary? _____

Signature of Responsible Party _____ Date _____

Over for rules governing use of the facilities

Rules Governing Use of Facilities

1. Applicant must assume responsibility for the group and must be 21 years of age.
2. All arrangements pertaining to the use of the church buildings shall be arranged through the Congregational United Church of Christ Church Council and/or Church Secretary.
3. The Church Council reserves the right to cancel any application at any time with prior notification.
4. Proper supervision of children is required at all times.
5. No smoking inside of the church facilities. Cigarettes and ashes are not to be disposed of on the church grounds.
6. All consumption of alcohol is strictly forbidden on **all** church property.
7. If any furniture is moved, it must be returned to its original location.
8. Users agree to pay for repair of damages or replacement of lost articles resulting from their use of the our facilities.
9. For weddings, please see our copy of wedding guidelines which contain additional information specific to weddings.

Attachment C

Fellowship Hall and/or Kitchen Rental Agreement

Renter(s) will hold harmless and indemnify the Congregational United Church of Christ of Armada, the United Church of Christ, the Eastern Association, the Michigan Conference of the United Church of Christ and any of their respective officers, board members, employees or agents from and against any claims, losses, damages, liabilities, costs, expenses (including attorney fees and related costs), or obligations arising out of or resulting from the use of the buildings, grounds equipment or furnishings of the Congregational United Church of Christ of Armada. The renter(s) acknowledges that it takes and uses this facility at his or her own risk.

Name of Applicant(s) applying for rental _____

Address _____

Phone: Home () _____ Cell () _____ Fax () _____

Relationship to Church (if any) _____

Active Member? _____ Yes _____ No If No, referred by _____

Date(s) of rental _____

Purpose of Use _____

Have you rented this facility before? _____ Number of People Attending _____

Hours of use (including preparation and tear down) _____

Do you require the use of the kitchen? If so, please describe _____

Do you require the use of any of the following: _____ Refrigerator _____ Stove/Oven

_____ Coffee Pot

Signature of Responsible Party _____ Date _____

Over for rules governing use of the facilities

Rules Governing Use of Facilities

1. Applicant must assume responsibility for the group and must be 21 years of age.
2. All arrangements pertaining to the use of the church buildings shall be arranged through the Congregational United Church of Christ Church Council and/or Church Secretary.
3. The Church Council reserves the right to cancel any application at any time with prior notification.
4. Proper supervision of children is required at all times.
5. No smoking inside of the church facilities. Cigarettes and ashes are not to be disposed of on the church grounds.
6. All consumption of alcohol is strictly forbidden on **all** church property.
7. If any furniture is moved, it must be returned to its original location.
8. Users agree to pay for repair of damages or replacement of lost articles resulting from their use of the our facilities.
9. Cleaning supplies (broom, dustpans, vacuums) are provided for use at the conclusion of your even.
10. Church equipment and materials (including the contents of the kitchen area) may only be used upon receiving prior approval.
11. Users are responsible for setup and tear down required for their activities and include the following:

Leave room in a clean and orderly condition

Return furniture (including tables and chairs) to their normal or original position.

Close windows

Make sure any and all kitchen appliances that have been used are turned off

Turn heat down to 60 degrees

Turn off lights

Lock and check doors

Notify the church office of any problems