

Congregational United Church of Christ
73966 S. Fulton
Armada, Michigan 48005

Rev. Doyll Andrews

Contractual Agreement for use of Church Facilities

Your Name: _____

Facility: Sanctuary Fellowship Hall

Purpose: _____

Date: _____

Cost for use of Facility: Sanctuary -\$500.00 Fellowship Hall - \$500.00

Cost for Services:

Minister: Non-Member: \$300.00 Member: Honorarium Accepted

Organist: Non-Member: \$200.00 Member: Honorarium Accepted

Wedding
Coordinator: Non-Member: \$150.00 Member: Honorarium Accepted

Other Needed: _____

Total: _____

Security deposit of 50% is payable now and total will be due (7) business days prior to your event.

I agree to take full responsibility for the use of above mentioned facilities and abide by the rules for its use. Please see governing rules.

Your signature _____

Address _____

Phone _____

Rules Governing Use of Facilities

- Applicant must assume responsibility for the group and must be 21 years of age.
- 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.
- The Church Council reserves the right to cancel any application at any time with prior notification.
- Proper supervision of children is required at all times.
- No smoking inside of the church facilities. Cigarettes and ashes are not to be disposed of on the church grounds.
- All consumption of alcohol is strictly forbidden on all church property.
- If any furniture is moved, it must be returned to its original location.
- Users agree to pay for repair of damages or replacement of lost articles resulting from their use of the our facilities.
- Cleaning supplies (broom, dustpans, vacuums) are provided for use at the conclusion of your even.
- Church equipment and materials (including the contents of the kitchen area) may only be used upon receiving prior approval.
- 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 (or parishioner you are working with) of any problems.