

CHURCH USAGE FORM

UNITED CHURCH OF BERNARDSTON

(414) 648-9306

58 Church Street
P. O. Box 503
Bernardston, MA 01337

E-mail: ucbernardston@gmail.com

Name/Organization: _____ Event Date: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____ E-mail: _____

Type of Event: _____

Time: Start Time: _____ End Time: _____

(Please check): Fellowship Hall only _____
Fellowship Hall w/ Kitchen _____
Fellowship Hall w/ Kitchen + Stoves & Dishwasher _____
Parlor _____ Classrooms _____ Sanctuary _____ All _____ Parking Lot _____

A SEPARATE \$50 DEPOSIT IS REQUIRED to reserve the room(s) and will be held until inspection of the facility has been made after its use. If the room(s) and floor(s) have been left in the condition in which they were found, the deposit will be refunded. Should you not use the facilities, your deposit will be returned to you.

	<u>Members</u>	<u>Non-Members</u>
Church Parlor	\$ 25.00	\$ 25.00
Fellowship Hall: Church Function	N/C	N/A
Non-Church Function	\$ 50.00	\$ 100.00
Fellowship Hall w/ Kitchen (facilities only include coffee pots, refrigerator and sinks)		\$ 200.00
Fellowship Hall w/ Kitchen plus stoves and dishwasher (with supervision)		\$ 300.00
Commercial Kitchen Rental – First two hours *\$50/hour after first two hours		\$ 100.00*
Basement/Classrooms		\$ 50.00
Sanctuary		\$ 100.00
Overall Facility		\$ 300.00

CHURCH COPY: PLEASE FILL OUT AND RETURN WITH DEPOSIT.

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Building Use Policies

1. The use of the church by any group must be approved by the Property and Finance Committee.
2. Non-church related use of the church's facilities will comply with the general policy for the use of the facilities. The group will be expected to pay for the areas used.
3. The party using the facilities will agree to indemnify and will not hold the United Church of Bernardston responsible for any and all liability and claim for personal injury of death, and personal property damage or disappearance which may occur when these facilities are being used.
4. No alcoholic beverages are to be served or consumed in the church building or on the church grounds.
5. No candles are allowed in the church unless they are used for a religious service.
6. No more than 150 people are allowed in Fellowship Hall due to fire safety codes.
7. No tables are to be set up in the hall outside of Fellowship Hall.
8. The party using the facility will restore the room(s) and floor(s) to the condition in which they were received. Broom, dust mops and mops are located in the janitor's closet at the end of the hall by the restrooms.
9. The kitchen is only to be used for filling coffee pots, use of the refrigerator and sinks, and for serving food brought in for the function. The automatic dishwasher and stoves are only to be used with supervision and an additional fee will be charged for the use thereof.
10. The kitchen and hall are to be left in original order with garbage and waste removed from the premises.
11. Decorations are not allowed on any of the walls.

I have read and understand the above guidelines and I will abide by these policies.

Dated: _____

LEASE

The United Church of Bernardston, of Bernardston, Massachusetts, Lessor, does hereby lease to

_____, Lessee,

the following premises: Fellowship Hall and adjacent areas with kitchen privileges as well as the driveway, parking area and walks.

The term of this Lease shall be _____.

The Lessee shall pay to the Lessor rent at the rate of _____.

The Hall must be left clean, garbage and trash removed by the Lessee.

The Lessee shall use the leased premises only for the purpose of conducting Lessee's social gathering.

The Lessee acknowledges that no use shall be conducted in the leased premises which will be unlawful, improper, noisy or offensive, or contrary to any law.

Hold Harmless Clause: The Lessee shall indemnify and hold the United Church of Bernardston, its officers and members harmless from any and all claims for damages to person or property on account of the use of the premises by Lessee or any of its guests or agents.

The Lessee further agrees that no alcoholic beverages will be made available by Lessee, its guests or agents. The Lessee shall and hereby does indemnify and hold Lessor harmless from any and all claims, demands and actions arising therefrom.

Dated: _____

The United Church of Bernardston,
Lessor,

By: _____

_____, Lessee
(Your Signature)