

# Building Rental Agreement

*First Congregational Church of Stonington*

## The Road Church

903 Pequot Trail

Stonington, Connecticut 06378

Church phone (860) 535-0655

**Rev. Mark Porizky (850) 705-1262**

Cindy Cline (860)-303-4391

Bill Salancy (860) 912-3956

David Fales (860) 303-3405

Contact Person: \_\_\_\_\_ Organization/Event \_\_\_\_\_

Date of Event \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: Open Building \_\_\_\_ am / pm Close Building \_\_\_\_ am / pm

Address: \_\_\_\_\_

\_\_\_\_\_

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (cell) \_\_\_\_\_

e-mail: \_\_\_\_\_

### **FEES for one-time use, up to six hours (Additional hours at a pro-rated fee.)**

Building rentals: (Parlor, Sanctuary, Kitchen, Grounds)

Wedding/Memorial Fees NOTE: Active Members only—donation accepted

\_\_\_\_\_ Church Service only \$650 (rehearsal included if applicable) Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_

\_\_\_\_\_ Reception (\$300)

\_\_\_\_\_ Event Deposit (\$50) PAID date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Received by: \_\_\_\_\_

\_\_\_\_\_ Parlor (\$150) for large functions \_\_\_\_\_ Parlor (\$75) for smaller groups

\_\_\_\_\_ Kitchen (\$200)

\_\_\_\_\_ Grounds-including restrooms (cost negotiable) \_\_\_\_\_

**NOTE: Our Sanctuary has the availability of special Audio/Visual equipment and technicians to provide Zoom, recordings, YouTube postings, etc. for an extra fee. \$ \_\_\_\_\_**

## **NOTE: ALL CHECKS NEED TO BE MADE OUT TO “THE ROAD CHURCH”**

- The Road Church is happy to tentatively reserve space for your event. A minimum non-refundable payment of **\$50** is required to confirm your rental. We also require your signature on the enclosed form. Your signature as a representative of the group using the building constitutes an agreement to release the Road Church of all liability during or resulting from your scheduled event. The nature of your scheduled activity may necessitate the filing of your group's Certificate of Insurance with the Clerk at Road Church.
- Our buildings are smoke free. Temperate use of alcohol will be permitted with prior authorization from church personnel.
- All deliveries and pick-ups (food, flowers, sound equipment, etc.) must be scheduled with a Road Church representative. Please seek advice from the Road Church representative before decorating.

# BUILDING RENTAL AGREEMENT

This completed form, accompanied with your deposit and signed agreement, reserves the space you requested.

The Road Church and the renter's responsibilities are listed below. Please indicate your agreement to these rental conditions by signing on the line below and returning this agreement to the church office so that your rental can be recorded on the church calendar.

The Road Church will provide the following:

- A clean and orderly space.
- Orientation to the building and equipment use.
- Someone to unlock the doors and lock up after the event.
- Other: \_\_\_\_\_

\_\_\_\_\_ (Renting Organization or Individual) is responsible for the following:

- Set up and clean up.
- Leave the building as it was found. An extra fee of \$25 per hour is the renter's responsibility if extra cleaning is necessary after the event.
- Payment of the total rental fee is due 2 weeks before the date of use.
- The undersigned is at least 21 years of age, and assumes liability and responsibility for any and all breakage, loss, or damage to the building or its contents occurring during its use by the group.
- Outside decorations must be approved by church personnel. Messages with political or religious content are prohibited from being displayed outside the building.
- Other: \_\_\_\_\_

I understand and agree to the above conditions. Failure to comply will result in the loss of rental privileges and/or payment of damages to the building.

Signed by: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

On behalf of (organization) \_\_\_\_\_

Witnessed for the Road Church by \_\_\_\_\_

## OFFICE USE ONLY:

\$ \_\_\_\_\_ Rental Fee                      \$ \_\_\_\_\_ Extra Fee for A/V

\$ \_\_\_\_\_ Event deposit received (min. \$50)                      \$ \_\_\_\_\_ Extra Fee Other

\$ \_\_\_\_\_ Balance due 2 Weeks before event                      for \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Date Balance paid                      Received by: \_\_\_\_\_

The Road Church buildings are open to all individuals and groups that are compatible with our principles. The Road Church reserves the right to decline rental requests.

## **BUILDING USE CALENDAR**

The calendar is kept in the Church Narthex and maintained by the Clerk/House & Grounds. They will check the calendar before publicizing any event to avoid conflicts in scheduling events.

## **PARKING**

Free parking is available

## **OPENING THE BUILDING**

A designated church member of the staff will open the facility and close it after your event(s) performing an inspection at that time.

## **LIGHTS**

For an evening event, a staff member will assist with the lighting. In the event of a power failure, the exit signs will remain illuminated.

## **HEAT**

**Summer rentals:** please note that there is no air-conditioning in any building.

**Winter rentals:** Heat will be adjusted by church staff to accommodate your needs.

## **WINDOWS**

The windows in the Sanctuary and Parlor may be opened, but please remember to close them before leaving.

## **PIANO, ETC.**

The piano or any other instruments or equipment should NEVER be moved.

## **CLOSING THE BUILDING**

Our staff person will inspect and close the building to ensure that all lights are off, windows are closed and heating systems are set to their proper settings. An inspection will be performed at that time.

## **AUDIO/VISUAL SYSTEMS**

The Sanctuary system is set for our weekly Worship Services. Please let us know if you need the Audio/Visual system altered in any way for your event. The Audio/Visual equipment in the Parlor requires a staff member to explain its operation.