

FIRST CONGREGATIONAL CHURCH

Building Use Request Form & Agreement

296 Hoffman St | PO Box 633 | Saugatuck, MI 49453 | (269) 857-2929 | www.1stcongregational.net | office@1stcongregational.net

Date Submitted: _____

Name: _____ Phone: Home/Work: _____

Company Name: _____ Cell: _____

Address: _____ Email: _____

City: _____ State: _____ Zip: _____

Event Description _____

Proposed Date(s) of Use _____ Day(s) of Week _____

Time (s) _____ Number of Attendees _____

Rooms to be used: check all that apply

Chapel Fellowship Hall Kitchen Sanctuary Parking Lot

Services Requested: check all that apply

Resident Pastor Custodial Clean Up Entry Other _____

Other Pastor: Name _____ Phone _____

Address _____ City _____ State _____ Zip code _____

In return for the use of services and facilities listed above, the applicant agrees to pay for any damages done to church property while using the facility.

LEGAL NOTICE

Users will indemnify the church and hold it harmless from all claims, liability, and expenses in connection with loss of life, personal injury and/or damage to property arising from or out of any occurrence in, upon or at the church premises, arising out of the use thereof, or occasioned wholly or in part by any act or omission of some third party. Attorney's fees and costs: In case the church shall be made a party to any litigation commenced by or against the church, then user shall pay all costs, expenses and reasonable attorney fees incurred or paid by the church in connection with such litigation. User shall also pay all costs, expenses and reasonable attorney fees that may be incurred or paid by the church in enforcing any of the rules or agreements in this agreement

FEE

The fee is \$ _____ and is due 30 days prior to the event.

I _____ agree to the terms of the contract pending approval.

Signature

Date

Church Approval (church use only)

Fee: \$ _____ Date Paid: _____

Pastor approval: _____ Date: _____

BOM approval: _____ Date: _____

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First Congregational Church of Saugatuck

296 Hoffman Street ~ P.O. Box 633, Saugatuck, MI 49453

269.857.2929 ~ office@1stcongregational.net

BUILDING USE FEE SCHEDULE:

(Weddings – see separate wedding packet for fees/details)

Use of Sanctuary (maximum occupancy: 250) _____	\$350.00
Use of Heritage Chapel (maximum occupancy: 30) _____	\$150.00
Use of Fellowship Hall (maximum occupancy: 104) _____	\$150.00
Custodial clean-up fee (Sanctuary or Chapel only) _____	\$ 75.00
Custodial— <u>additional</u> to include Fellowship Hall _____	\$ 25.00
Pastor (Funerals or Public Speaking) _____	\$200.00
Organist's _____	\$150.00
Sound System _____	\$ 50.00
Women's Fellowship Luncheon _____	Supplies+ \$100
Parking Lot Rental <u>(\$300 Venetian & 4th of July Weekends)</u>	\$175.00
Security Deposit (due when request is approved) _____	\$100.00
Non-Profit or Small Party (up to 50): _____	½ use fees

- Building Request Form: All building requests must be approved by the Board of Trustees and should be submitted 3 months prior to your event. Refundable security deposit of \$100 is due after your event is approved and covers any extraordinary clean-up or damage. Refund is paid within 2 weeks after the event.
- Non-refundable reservation fee for building use is required 30 days prior to the event. If the church does not receive payment on time the reservation may be withdrawn. Checks are to be made payable to: **First Congregational Church of Saugatuck.**
- Fees for the Pastor, Custodian, Church Organist, and Sound Person are payable directly to each individual. The Office Manager will provide you with their names.
- Use of Parking Lot (20-25 spaces) – To reserve the church parking lot, fee must be received one month in advance. Lot signs will be put out at 8am & 7pm, or by arrangement. The lot closes at 11pm. Handicapped parking in back of church (4). **Events held around July 4th and on Venetian weekends are an additional charge.**

Participants/Church Members are encouraged to call the office at any time if a problem or question arises regarding a reservation. Special arrangements may be made on request three months prior to your events.

Revised & approved by Board of Ministry 03/11/2019