

Rental Application

rev. Jan 2010

THE CONGREGATIONAL CHURCH in EXETER,UCC

21 Front St., Exeter, NH, 03833 603-772-4216

(Complete this form and return to the Church Office for Trustee approval, office@exetercongchurch.org)

I would like to rent:

Sanctuary (\$100)

Chapel (\$50)

Fellowship Room (\$50)

Vestry (\$75)

Vestry w/ light kitchen use (\$100)

Kitchen (\$50)

Classroom (\$30 each)

Youth Center (downstairs) (\$50)

Parsonage conference room (\$30)

Chairs/Tables/other _____

Purpose for which building use is requested: _____

Date needed: _____ Time period: _____ Estimated attendance: _____

Name _____ Email _____ Today's Date: _____

Your address: _____ Phone #: _____

Name of organization making request: _____ Is this a non-profit? _____

Are you a member of this church? _____ Are you asking for a waiver of the fees? _____

“Suggested Donation” being charged \$ _____ *Church building users may “not charge a mandatory fee or sell tickets at the door. It is acceptable to suggest a donation as long as it is equally acceptable to enter without making one. In cases where a meal is served a ‘reasonable’ donation to cover the food cost is allowed and the amount of this donation must be disclosed on the Building Use Request Form. Therefore, the qualified function should not serve as a fundraising event for a non-Church organization.”

Who will unlock/lock the door & alarms**? _____ **Is there a member of the Church who has agreed to be responsible for borrowing a key, opening and closing the building, operating the alarm system, and turning lights on and off according to our instructions? **Note: If no church member does this, the Church Office will arrange for this to be done for a fee of \$25 per day**

BUILDING USE REGULATIONS: The Lincoln Pew and all other furniture must remain in place. Only folding chairs/tables may be moved. No alcoholic beverages are allowed on Church property. No smoking is allowed inside any of the buildings. Outside smoking is permitted as long as cigarettes are discarded off of Church property. All trash and garbage generated by the function must be removed from the premises by the User. The Building User will be responsible for all additional cleaning expenses incurred as a result of a function. Any chairs/tables set up by the party must be taken down and properly stored. I am the duly appointed adult representative of the above-mentioned organization, and I will be responsible for the conduct of affairs, turning off lights, reporting any damages, arranging compensation for breakage, and removing all trash and garbage generated by the above from the premises.

I understand and agree to the terms stated above. Signature _____ Date _____

LIABILITY WAIVER : Renters will be responsible for any damage done to the building by them or their employees/helpers during set-up through breakdown. There will be no nails, tacks, or screws allowed on floors, walls, or ceiling. Neither the Congregational Church in Exeter nor any member or committee of the church will be responsible for the safety of exhibits against robbery, fire, water, accident, or any other cause. The renter agrees to make no claim for any reason whatsoever, including negligence, against the church, its committees, its members or its agents in event of loss, theft, damage or destruction of merchandise or for any injury to himself or employee/helpers while participating in this event.

I understand and agree to the terms stated above. Signature _____ Date _____

Form submitted by: _____

Approved by: _____

Donation Amount: \$ _____

Date Approved: _____