CHURCH FACILITY USE FEES

North Guilford Congregational Church
159 Ledge Hill Road
Guilford, CT 06437
Church Office Manager –Danalisa Riccio - Email: office@northguilforducc.org - Phone: 203-457-0581

CHURCH FACILITY USE FEES

Facility Use Fees are payable directly to the NGCC Office. All fees (other than for a Funeral), including Security Deposit, are required 7 days in advance. There is no charge for Funeral/Memorial Service use of Church facilities for a Member of NGCC. An NGCC Member must have been a covenanted member of NGCC for at least one year prior to the planned event. The Sexton (or equivalent) is required to be on duty when any non-church member uses the Church facilities.

UPPER-LEVEL	Non-Member	Member
Security Deposit (Refundable).	$250	$0
Sanctuary (including use of library) Holds approximately 175 people	$300	$150
Single room (library, class, other) capacities from 10 – 15 people.	$40	$20

LOWER-LEVEL		
Security Deposit (refundable)	$250	$0
Fellowship Hall only	$200	$25
Holds approximately 60 people with tables and chairs/ Approximately 125 people with chairs only.		
Fellowship Hall including use of Kitchen (no supplies)	$250	$50
Single room off Fellowship Hall	$40	$20

PERSONNEL FEES For Weddings, Funeral and Memorial Services, and all other Ceremonies /Events, where Church personnel are required. Applicable to all (members and non-members). All fees are required 7 days in advance.

Minister – Rev. Jennifer McCleery or Rev. Theresa Borchetta	$400	$300 Monday – Friday
	$500	$400 Saturday - Sunday

Organist – Loren Evarts: See Below Pianist – Irene Senedak: See Below

NGCC Church Organist has first right of refusal to play for the service. If our organist is unavailable to play, assistance will be provided to schedule a substitute. If our organist is available and you still choose to have a different keyboardist play, our organist is to receive a minimum fee of $100.

Weddings / Funerals:	$300	$250

- Additional fee if it is necessary for organist to rehearse with a soloist or other musician - $100
- Our organist can assist in finding a soloist if requested. Fee to be arranged and check payable directly to soloist.

Sexton (or equivalent) – Robert Hastings	$200	$175

PLEASE NOTE:

- Church usage is contingent on following the "Rules for Usage of Church Facilities" provided on page 2.
- Fees for non-profit organizations are based on financial capacity and will be determined by the Deacons Committee and Finance Committee on an individual basis.

RULES FOR USAGE OF CHURCH FACILITIES

North Guilford Congregational Church
159 Ledge Hill Road
Guilford, CT 06437
Church Office Manager –Danalisa Riccio - Email: office@northguilforducc.org - Phone: 203-457-0581

It is the policy of the North Guilford Congregational Church to encourage the use of its facilities both by Church affiliated organizations and by community groups which foster the spiritual, educational, cultural or recreational well-being of the area.

1. **REQUESTS** for use of Church facilities should be directed to the Church Office Manager. A signed "Agreement for Use of Church Facilities" form will be required. Church-sponsored activities take precedence over any other use of the Church facilities. A calendar of such activities is available from the Church Office Manager. All requests will be considered in order of receipt.

2. **CONFIRMATIONS** - Requests are not considered 'confirmed' until the "Agreement for Use of Church Facilities" form has been submitted by the User Group, accepted/signed by the Church and the Security Deposit has been paid where applicable.

3. **SEXTON** (OR EQUIVALENT) - The Church Sexton (or equivalent) is required to be on duty for any non-Church member's usage of Church facilities. (See "Church Facilities Use Fees"). The hours of service will include the time required for preparation for the event, clean-up afterwards, and unlocking/locking the building.

4. **PAYMENT** – Payment of Security Deposit and all other Usage/Personnel Fees are due 7days in advance of the event (See "Church Facilities Use Fees").

5. **EQUIPMENT USE** – Church equipment (Sound equipment, TV, VCR, etc.) must be operated only by a qualified person. Use of the Church organ is permitted only with the approval of the Church Music Committee, and any compensation arrangements are the responsibility of the User Group.

6. **DECORATIONS** – Decorations must not present a fire hazard and must be completely removed promptly after the event.

7. **NO SMOKING** on Church property, except in designated areas outside the buildings.

8. **CHURCH PROPERTY** – May not be removed from Church premises except through arrangements made with the Properties Committee.

9. **DAMAGES** - Any damage or breakage must be reported to the Church Properties Committee immediately. In most cases, the Church will repair the damage/breakage and bill the User Group. Damage or breakage may result in forfeiture of the Security Deposit.

OTHER POINTS TO CONSIDER:

1) If a caterer is employed, the caterer should contact the Office Manager (or equivalent) in advance.
2) Table coverings, paper goods, coffee and condiments are not included.
3) Table/chair set-ups will be at the discretion of the Sexton (or equivalent) unless other arrangements are made in advance.
4) Funeral Information:
    a) All Funeral plans must be made with one of the Pastors. This includes preparing the service and addressing any concerns and needs.
    b) Times for floral deliveries must be confirmed through the office. Please note that the office is closed on Fridays. Deliveries for a Saturday service will have to be made one hour before the scheduled service.

• Attendees should remain in the agreed-upon designated areas and not wander into other areas of the Church.

AGREEMENT FOR USE OF CHURCH FACILITIES

North Guilford Congregational Church
159 Ledge Hill Road
Guilford, CT 06437
Church Office Manager –Danalisa Riccio - Email: office@northguilforducc.org - Phone: 203-457-0581

Date Submitted: _____ Name of Group: _____

Contact Person: _____ Member: Y/N ___ Email: _____

Daytime Telephone: _____ Evening Telephone: _____

Date of Event: _____ Time of Use: From: _____ to: _____

Security Deposit Received: (mm/dd/yyyy) _____ by: _____

FACILITIES AND SERVICES REQUESTED: All fees due (payable to NGCC) one week in advance.

Requested Rooms: **Fees:**

UPPER-LEVEL	Non-Member	Member
Security Fee (Refundable).	$250	$0
Sanctuary (includes library) Holds approximately 175 people.	$300	$150
Single room (library, class, other) capacities from 10 – 15 people.	$40	$20
LOWER-LEVEL		
Security Deposit (refundable)	$250	$0
Fellowship Hall only	$200	$25
Holds approximately 60 people with tables and chairs/ Approximately 125 people with chairs only.		
Fellowship Hall including use of Kitchen (no supplies)	$250	$125
Single room off Fellowship Hall	$40	$20

Requested Personnel: Wedding / Funeral / Memorial Services

Minister – Rev. Jennifer McLeery or Rev. Theresa Borchetta	$400	$300	Monday – Friday
	$500	$400	Saturday - Sunday

Organist – Loren Evarts: See Below Pianist – Irene Senedak: See Below

NGCC Church Organist has first right of refusal to play for the service. If our organist is unavailable to play, assistance will be provided to schedule a substitute. If you still choose to have a different keyboardist play, our organist is still to receive a minimum fee of $100.

Weddings / Funerals:	$300	$250

- Additional fee if it is necessary for the organist to rehearse with a soloist or other musician - $100
- Our organist can assist in finding a soloist if requested. Fee to be arranged and check payable directly to soloist.

Sexton (or equivalent) – Robert Hastings	$200	$175

Special Arrangements (equipment, special room set-ups, etc.)

_____

_____

_____

_____

The undersigned agrees to pay all fees and abide by the rules and procedures outlined in “Rules for Usage of Church Facilities” (page 2). **The space you use must be left exactly as you found it.**

For NGCC Members: If the Sexton (or equivalent) is not present, the “User” is responsible for checking lights, fans, etc. to be sure they are turned off and that the exterior doors are closed and the alarm is set.

SIGNATURE OF CONTACT PERSON _____ Date _____

SIGNATURE OF NGCC REPRESENTATIVE _____ Date _____