

GUIDELINES FOR USE OF FACILITIES

Second Congregational Church, UCC

115 Hillside Street, Bennington, VT 05201

Telephone: 802.442.2559 email: office@bennscc.org

Website: <https://www.bennscc.org/>

Use of Facilities: The Second Congregational Church membership makes available the facilities of our church to church members and non-church groups. Reservation of space is made by calling or emailing our Church Administrator on weekdays 9 am to 1 pm. Church members may use the facilities without fee and a suggested donation is made by non-church groups. No group will be denied use because of inability to make a donation.

Forms and contacts: An introductory letter and contact form are included with these guidelines. We would ask for a contact form to be returned promptly. We are asking for 2 contact names and phone numbers. If you are a repeat user of the church, **these forms will need to be filled out annually** so that our records remain current.

Second Congregational Church Property is a smoke-free, alcohol-free and weapons-free facility. **Second Congregational Church** asks your group to **provide proof of liability insurance** for your group and is not legally responsible for your group, nor does it provide childcare.

A suggested donation for the use of space is based on the schedule below:

	<u>Up to half day</u>	<u>Full day</u>
Room/or space	\$35/use	\$50/use
Or with kitchen	\$50/use	\$75/use

Organizations with for-profit ventures are encouraged to make a higher donation if possible. Your donation helps with heat, janitorial care and building upkeep.

Room space assignment is on a first-come basis. If you have events that happen on a recurring basis, your **reservation will expire on June 30th of each year**. You need to call the office and renew your reservation as well as update our forms.

Sanctuary space for performances, etc.: Our sanctuary is available for performances. We have designed the space for flexibility and the space can accommodate up to 350 or more people. A donation of \$50 - \$200 should be planned for performances where a fee is charged (i.e. concerts). Call the church office for details.

***Room responsibilities:** Group leaders should be aware of the following responsibilities:

- Turning on/off lights
- Not adjusting heat
- Closing windows and doors at end of meeting
- Restoring chairs and tables to original placement where you got them
- Checking for fire exit routes (marked for each room)
- *Adult supervision of children*

The church reserves the right to cancel or substitute space within the church if an unforeseen church event such as a funeral or such occurs during your meeting time. Every effort to contact you will be made. The church reserves the right to deny any person or organization use of the building whose values and intent do not align with the mission of the church.

_____initial here*

Please sign and date acknowledging that you have read, understand and received a copy of GUIDELINES FOR USE OF FACILITIES for SECOND CONGREGATIONAL CHURCH, UCC, 115 Hillside Street, Bennington, Vermont 05201.

Print Name: _____

Sign: _____ Date: _____