

The Gilead Congregational Church
United Church of Christ
672 Gilead Street
Hebron, Ct. 06248
(860)228-3077

“No matter who you are or where you are on life’s journey,
You’re welcome here”.

GUIDELINES FOR CHURCH FACILITY USE

We welcome your group to the Gilead Congregational Church. Please read and follow the guidelines below to ensure that everyone will be able to enjoy the facilities.

1. All arrangements/paperwork must be submitted to the church office and approved by the Board of Trustees 30 days prior to the event.
2. Please do not apply tacks or tape of any kind to the walls, doors, or pews.
3. No Smoking is allowed throughout the church buildings. Cigarette butts must be removed from exterior entrances.
4. No Alcoholic Beverages are allowed on any church property.
5. No food or drink is allowed in the sanctuary, music room, or bathrooms.
6. Please leave no supplies, food, or beverages on the premises (including the kitchen).
7. All dishes, pitchers, pots, pans, silverware, and other utensils used should be washed, dried, and put away.
8. All countertops, tabletops, stovetop, microwave, and sink should be wiped down.
9. Please rinse out the coffee maker after serving coffee.
10. Please sweep and if necessary, mop the floor of the hall and/or the kitchen.
11. Please remove all garbage from the premises using provided garbage bags (please recycle).
12. Please be sure all windows are closed and locked before leaving.
13. Thermostats are pre-programmed, there is no need to adjust them before leaving.
14. Please be sure all the lights in all rooms are turned off.
15. Please be sure all doors are securely closed and locked when leaving.
16. Return keys to Church Office by 9:00 A.M. the morning following the event.
17. Please inform Church Office of any issues concerning the facilities.

If there are any questions concerning the above guidelines for use, please feel free to contact the Church Office at (860)228-3077.

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APPLICATION FOR USE OF CHURCH FACILITIES

It is hereby agreed and understood that the undersigned applicant will assume responsibility for the facility and liability for any damage to or loss of property that may occur. The undersigned is also responsible for personal injury to any member of the group during the use of the Gilead Congregational Church building. The person(s)/ organization named below agree to follow the attached "Guidelines for Church Facility Use".

Name of organization _____ Church Member _____
 Contact Person _____ Phone # H _____ W _____ Cell _____
 Address _____ E-mail _____
 Certificate of Insurance _____ Policy # _____
 (copy enclosed) (Company Name)
 Rooms requested _____
 Dates Needed _____ Time(s) Needed _____
 Purpose of Meeting _____ Time of Set up _____
 Expected # in Attendance _____ Admission Fee? _____
 Special needs _____ Chairs _____ Tables _____ Other _____
 Use of Kitchen _____ Dishes _____ Coffee maker _____ Utensil _____ Other _____
 Name and Address Caterer(if applicable) _____
 Caterer contact _____ Phone _____
 (Please enclose Certificate of Insurance for caterer)

Checks may be made payable to: "The Gilead Congregational Church"

FOR CHURCH OFFICE USE

Date Application Received _____ Approved by _____
 Category _____ Certificate of Insurance Rec'd _____
 Donation _____ Comments _____

