

Federated Church of Christ Brooklyn, CT 06234
Requirements for Use of the Church Property

Due to the potential of fire hazard, smoking is prohibited in the buildings
Alcoholic beverages are not allowed on the premises

1) Call the office at 860-774-9817 to reserve the Chapel or Fellowship Hall.

The secretary is usually in Tue - Thu, 9 AM - 1 PM. You may check the church calendar at www.FederatedChurchBrooklynCT.org

2) Complete the “Request for Use of Church Property” form (page 2).

You may email the completed form to FCCoffice@FCCBrooklynCT.org

3) Donation for non members (members and their immediate family are exempt)

Chapel - \$100, Fellowship Hall - \$150. We require a \$50 deposit, refundable if the room is left in good condition. All groups will be liable for damage and breakage to church property.

This is not needed until the Request for Use of Church Property form is signed by both parties.

4) Insurance

All groups are requested to provide the church with a Certificate of Liability Insurance listing the Federated Church as the certificate holder. Please submit this with the Request for Use form. If your group does not have an insurance policy, we request that you sign a **Hold Harmless Agreement** (page 4.). The church reserves the right to require a Certificate of Insurance and additional security deposit from any groups or individuals.

5) Care of the Building

Each group is responsible for setting up the room for their program and for their own clean up. If tables or chairs are moved, please return them to their original location.

6) Trash

All trash is to be removed from the facility and carried home. Please bring your own trash bags.

7) Storage

Do not leave any materials that belong to your group in the building for future use.

There is no extra storage available and the church cannot be responsible for these items.

8) Kitchen

If food is being served, bring your own plastic plates, dinnerware and serving dishes.

Be sure to clean all equipment and return it to its original location. Spills must be cleaned up.

Bring containers in order to take leftover food; do not use church dishes to bring food home.

Do not leave food in the refrigerator.

9) Clean Up

Spilled liquids are to be wiped up immediately. All other waste should be removed.

If you use glue or paints, the tables must be covered and the area must be washed after each use.

If necessary, please vacuum the area that your group used. The vacuum is stored in the closet near the bathrooms in the Fellowship hall, and under the stairs in the Chapel.

10) Lights, Locks, etc.

Before leaving, review the **Chapel and Fellowship Hall Clean up Checklist** (page 3)

Please Note:

Your use of the Chapel or Fellowship Hall is limited to the main room, kitchen and bathrooms.

The Sanctuary upstairs (church worship area) is off limits.

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Request for Use of Church Property

***Due to the potential of fire hazard, smoking is prohibited in the buildings.
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Name of Organization or Individual

Name of Organization Representative

Address

Day Phone:

Mobile

Email:

Space to be Used (Chapel or Fellowship Hall)

Number of People Attending

Date & Time of Event

Time Access Needed to the Building

Equipment Needed

Type of Activity Planned

Signature

Date Submitted

Sent via (email, etc.)

Please notify the church if the representative date or times change.

For Church Use Only

____ Request for use of facility form completed?

____ Date & times are available?

____ Member or Non-Member?

____ Deposit Paid (If non-member)?

____ Insurance Policy copy or Hold Harmless Agreement signed?

____ Approval of use?

This agreement will be in force until: _____

Accepted by _____ (Church Representative) Date: _____

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Requirements for Use of the Church Property

Chapel and Fellowship Hall Clean up Checklist

Please be sure to check the following before leaving the building

Please leave this form on the counter

- _____ Windows shut and locked?
- _____ Air conditioner off - thermostats turned down?
- _____ Lights turned off?
- _____ Chairs and tables returned to their original location?
- _____ Floor vacuumed?
- _____ Kitchen cleaned and dishes put away?
- _____ Oven and stove off?
- _____ Coffeepot cleaned and unplugged?
- _____ Food removed from the refrigerator?
- _____ Toilets and faucets checked – not running?
- _____ Garbage removed from the premises?
- _____ All doors are locked before exiting building?

Use the Allen wrench, hanging nearby about 6 feet up, to release the crash bar

Fellowship Hall - Allen wrench is hanging to the left on the door jamb

Chapel - Allen wrench is to the right hanging on the bathroom door frame

Thank you for your cooperation

Signature of Organization Representative
Confirming all tasks have been completed

Date and Time

For emergencies, call _____

Hold Harmless - Release And Indemnity

In consideration for the opportunity, the undersigned, hereby releases the Federated Church of Christ from all claims arising out of loss of personal property, injury or death incurred in connection with the use of church property for (*describe event or activity*):

_____ on Date: _____

the event/activity located at the Federated Church of Christ in Brooklyn, CT 06234.

The Undersigned binds themselves, their representatives, heirs, executors and administrators, to hold the Federated Church of Christ harmless from and indemnifies against all losses, damages, costs, charges, expenses, including counsel fees and liabilities of any kind whatsoever, which the Federated Church of Christ might incur.

The Undersigned, for him/herself, his/her heirs, executors, administrators or assigns agrees that in the event any claim for medical needs, personal injury, property damage, loss of personal property or wrongful death shall be prosecuted against the Federated Church of Christ he/she shall indemnify and save harmless the Federated Church of Christ from any and all claims or causes of action by whomever or wherever made or presented for personal injuries, property damage or wrongful death.

I assume full responsibility for and risk of personal injury, death and property damage resulting from my participation in such voluntary activities, and I release and hold harmless the entities and persons named above who might otherwise be liable to me for damages. I also understand and agree that this waiver, release and assumption of risk are binding on my heirs and assigns.

I acknowledge that I have read this document thoroughly and am fully aware of the legal consequences of signing below and that I sign the same as my own free act and deed.

The Federated Church of Christ affords no guarantees, warranty or promises of any kind and the Undersigned acknowledges and agrees to hold the Federated Church of Christ harmless for any condition of the premises.

This agreement extends to any and all use in connection with any and all activities and whether in or about the premises.

Signature

Date

Witness Signature

Date