



Friedens Church of Washington, UCC

“A Country Church with a New Spirit”
Open Doors and Open Hearts

www.friedenschurch.com

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BUILDING USE POLICY AND RENTAL AGREEMENT

(Policy last updated by Church Council January 9, 2018)

Welcome to Friedens Church of Washington, UCC. We are pleased to offer you this opportunity to use our church facilities. Since you will be using our church for your meeting, program or event, it is important that we share with you our understanding that the primary use of our facilities is for worship and teaching, and that we believe God is present here at all times. In that consideration, we ask that you treat the building and grounds with care, and return the space to its original set-up and condition.

There are three buildings available for use by members and non-members: Sanctuary, Fellowship Hall, and Activity Center (School House). Scheduling for the building's use is always coordinated through the church office (936) 878-2523, and is always subject to approval from the pastor. Renter is to make arrangements with the church office to pickup and return keys.

GENERAL INFORMATION

- Any use of the Church facilities reflects on Friedens Church. Thus, the Church Council reserves the right to prohibit the use of the facilities to any individual or group who does not act in an appropriate manner.
- The church and church-sponsored groups have first priority in the use of the building.
- Reservations are not considered final until a signed rental agreement is on file in the church office and the rental fees and deposit have been paid.
- Maximum building capacity is 100 for Fellowship Hall and 200 for Activity Center.
- The building is available for use by non-profit groups. Final approval on use of the building and grounds, for one-time use, will be made by the pastor. Request for repeated use can be arranged with the pastor, subject to final approval by the Church Council, and a meeting with the pastor to review building and grounds use policies. Written requests are to be submitted on an annual basis.
- Use of the building/grounds for weddings, receptions and private parties will be considered on a case by case basis.
- Close supervision of young children by users/participants during the course of a meeting or program is expected. It is also expected that a supervising adult be in the same room or part of the building and grounds with the children at all times.

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- Responsible use of alcohol is allowed in the Activities Center. Alcohol is *not* permitted within the Sanctuary and Fellowship Hall. However, if the renter intends to have alcohol on the premises, they must sign a release form waiving liability.
- Smoking is *not* permitted in any of the facilities.
- A church member must be present with groups using the facilities.
- Those renting the Activity Center are to be out by midnight.
- Individuals or groups may receive special permission from the Church Council to use the facilities free of charge (4-H, Boy Scouts, Fire Department). Donations are acceptable.

BUILDING USE INFORMATION

- No furniture or equipment may be removed from the church property without a written agreement approved by the pastor. A deposit may be required, and each request will be considered on a case by case basis.
- Keys to the church will be issued for use by the renter.
- Please return the building to the set-up and condition in which you found it (unless directed otherwise by the pastor).
- No tape or tacks may be used on windows.
- Tables and chairs must be cleaned and put away, as they were found, after use in church and as noted below for Activity Center. Do not allow anyone to sit on any of the tables or stand on the chairs.
- Areas used should be vacuumed or swept after the meeting or program. Restrooms should be cleaned. Vacuum and cleaning supplies are in the closet next to the main church entrance and the Activity Center storage room.
- The sound system is to be operated by trained church members only.
- Thermostats are pre-set in Sanctuary and Fellowship Hall. Pushing the button will turn the system on for 3 hours (yellow light will show). Pushing the button again will turn system off (yellow light will go off).
- If any classrooms are used, please be sure to put away toys, books, and any other items used, and see that the rooms are clean.
- Do not move carts carrying tables at the Activity Center. It will damage the floors.
- Prior to departure: (church only)
 - Turn off all lights.
 - Turn off *both* heating/air conditioning system switches.
 - Make sure all appliances are turned off.
 - Make sure all toilets and urinals are flushed.
 - Make sure all restroom doors are open.
 - Check to see that all outside doors are locked.
 - Lock all inside doors that were locked before event.

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PRIOR TO DEPARTURE: (ACTIVITY CENTER ONLY)

- Turn "OFF" hot water heater(CB-1 circuit 17&19)(Located in storage room)
- Turn "OFF" all (up to 6) fans
- Make sure all toilets and urinals are flushed
- Turn "OFF" all (up to 5) propane heaters by closing valve @ wall.
- Turn "OFF" all window air condition units and turn OFF circuit breakers in CB -2 cabinet (Located in storage room).
- Turn "OFF" and unplug electric heater in kitchen if used.
- Mop floors as needed to remove spills, mud, etc.
- Turn "OFF" two (if used) Heating/Air Cond. Units in the auditorium by setting Thermostats to "OFF" (located on each unit)
- Switch disconnect D- "H/AC" to "OFF" after use. (Located in South stage room).
- Leave tables standing in room they were found.
- Turn "OFF" all auditorium lights at circuit breaker panel marked CB – "AL" (located in South stage room) except Circuit #5. Leave it "ON" and turn of last light at door leaving the auditorium.
- Make sure both outside auditorium doors are closed and latched.
- Chairs: When stacking chairs against wall or on chair carts, place the seat side against the wall or end of cart. (Chairs are less likely to slide down).
- Middle Room: Stack chairs in Northwest corner of room.
- Auditorium: Fill two chair carts and place along South wall and stack remaining chairs in Southwest corner of auditorium (Don't stack chairs in Side stage room or in front of stage).

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ADDITIONAL INFORMATION FOR WEDDINGS, RECEPTIONS, AND/OR PARTIES

- No flower petals or other items which might stain the carpet should be used.
- Avoid the use of dark colored beverages and cakes, as they tend to stain the carpet when spilled.
- Plastic floor covering must be placed under all candles and candelabras to protect the carpet.
- Birdseed or rice may be thrown, but neither is allowed inside the building, and must be swept from the porch, steps, and sidewalks following the reception.
- Coffee pots, dishes and other items which have been used should be washed and put away, and the kitchen should be clean.
- Cloth towels used from either kitchen are to be washed and returned to the kitchen from which they were taken, and placed in the proper drawers.
- All food, drink and trash shall be removed and the trash taken out to the dumpster.

FEES

	Member	Non-Member
Sanctuary (Wedding)**	\$100	\$1000 plus \$500 deposit*
Sanctuary (Funeral)***	\$0	\$350
Fellowship Hall	\$75	\$350 plus \$250 deposit*
Activity Center	\$150	\$500 plus \$300 deposit*
Activity Center (without auditorium)	\$75	\$75 plus \$50 deposit*

If an individual, organization or group wants to rent any of the facilities a member of the church must sign the rental form and be responsible for its use.

All fees are refundable if the event is canceled at least 30 days before the event. The church council may refund fees after that if there were some unexpected problems.

Note: in the case of a wedding, only if both the bride and groom are not members of the congregation are they considered nonmembers.

* All deposits are refundable if the facilities are left in the conditions as set out in the Rental Agreement. For nonmembers, the refundable deposit is required at time of booking when renting the Activity Center.

** These fees do not include the fees the pastor and organist may charge for their services. Also, these fees do not include use of fellowship hall and/or Activity Center for a rehearsal dinner or reception. These must be rented separately.

*** These fees do not include the cost of the grave.

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PROVISIONS

- All fees are refundable if the event is canceled at least 30 days before the event. The church council may refund fees after that if there were some unexpected problems.
- For nonmember weddings, the \$1000 rental fee includes a \$100 Host Fee and a \$50 Sound Worker Fee (\$25 for each day of service). The Host assists the wedding couple, is present during the rehearsal and reception, and tends to the doors, AC, lights, etc. The Host also ensures that the Sanctuary and Fellowship Hall are clean for Sunday services.
- For member weddings, members are encouraged to compensate the sound person for their time.

Name Phone (home)

Address Phone (work)

Event One time Repeat

Day/date & time

Deposit amount Date paid

Rental fee amount Date paid

Date keys issued Sign out keys on sheet in office

I have read and understand the Building Use Policy and Rental Agreement listed above.

Signature(renter)_____ Date _____

Organization-group _____

Church member _____ Date _____

Church secretary _____ Date _____

Deposit amount _____ Date returned _____

Person receiving returned deposit _____

One copy of this form will be kept on file, and another is for renters records.