**BUILDING USE REQUEST AND POLICIES**

The Homer Congregational Church extends the use of our facilities to community groups for meeting space. Use of the building is granted and fees are set at the discretion of the Board of Trustees. We realize that some groups will use the building for a “one time” event, while others will request continuing use for weekly or monthly meetings. Fees listed below help cover some of the costs of maintenance and utilities, as well as labor for the church sexton. In order to maintain safety and security of the building, we ask that all groups observe the following guidelines:

1. Your group must assign a contact person with whom we can communicate and who will be responsible for the group’s use of the building.
2. Church staff or a church member will typically meet the group to unlock the building. Smoking and alcohol are not permitted on church premises.
3. *Do not leave children unattended at any time.* Please do not allow children to wander in the building.
4. Please treat the building with respect; place trash in wastebaskets, clean up spills, report any damage to the building, and take your personal belongings with you when you leave.

All events require extra work on the part of the church sexton. The sexton’s fee covers simple set-up and clean-up for one-time, non-church events *(including family reunions, baby showers, etc.).* If you do require any set-up of tables and chairs, please notify the church office at least two weeks in advance of the event. Additional fees will be charged for set-up which involves extra time or furnishings other than basic tables and chairs.

1. Please lock and pull closed all external doors as you leave, and make certain all lights are turned off, especially in the rest rooms.

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I (we) have read and agree to these building use guidelines. Date of request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone/email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Group & Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Event: and Time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of People: \_\_\_\_\_\_\_\_\_\_\_

Room(s): Russell Fellowship Room\_\_ Kitchen\_\_ Boardroom\_\_ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Payments received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BUILDING USE FEES**

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**Fees for “One Time” Events**

*Check which rooms you are requesting below. These fees are for “one-time” events.*

*Make check payable to Homer Congregational Church, for the following:*

\_\_ Use of the Russell Fellowship Room for up to 80 people $50

\_\_ Use of the Library/Boardroom for up to 12 people $25

\_\_ Use of the kitchen\* $25

\**You may furnish your own serving utensils and disposable paper goods and use the sink at no extra charge. The kitchen fee is for use of the oven, stove, refrigerators, utensils and/or coffeemakers. You must wash and put away all kitchenware used.*

**Sexton Fee**$50

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**Fees for Ongoing, Non-Profit Groups**

*As a service to the community, non-profit community-based groups are generally welcomed to use building space at no charge. We do appreciate any donation from groups to help defray the costs of maintenance and utilities. We also require that each group annually complete a building use request form, and assign a contact person and abide by the policies for building use.*

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**Fees for Church Members**

*Church members are welcome to use the building for personal, non-church events, such as baby or wedding showers, or other family gatherings. There is no fee for use of the building for members. However, for events with more than 10 people, and/or which require any set-up or clean-up, please pay the* **Sexton fee of $50,** *by check to the sexton directly, and leave it in the office. You must also complete the building use request form to schedule your event on the church’s calendar.*