



Second Congregational Church
1080 Pleasant St.
Palmer, MA 01069

FACILITY RENTAL AGREEMENT

All requests for usage of the church building and/or grounds must be submitted by the Occupant through this form to the church office for approval by the Support Ministry. This request must contain a description of the activities, the responsible group/individual, and the approximate number of participants. The following requirements must be met:

1. Second Congregational Church will be held harmless from any injuries or accidents that may occur during the use period.
2. It is understood by the Occupant that, church functions will take precedence, even though the outside group may have scheduled their event on the church calendar first. The church will give at least one (1) day notice to the user. Every effort will be made to ensure positive relationships with those who use our buildings and grounds, and forced rescheduling or canceling of events will be avoided whenever possible.
3. The Occupant agrees to keep the premises in good repair, leaving space in the same condition as found, including set-up and breakdown of table and chairs. No alterations to the premises are permitted. The Occupant will be responsible for the repair of any damages caused by their use, at their expense, promptly.
4. The Occupant will only have limited use of the kitchen as defined by the church Kitchen Coordinator's guidelines. Use of church dishware or utensils is only permitted under supervision of the Kitchen Coordinator (see personnel fee). Trash is to be collected into receptacles and bags tied securely when full.
5. The Occupant may not bring portable heaters or fans into the building.
6. No smoking is permitted in the building, nor within 10' of entrance doors. Smoking materials must be properly disposed of in receptacles.
7. Serving beer and wine is permitted. No other liquor is allowed on the premises.
8. The Occupant is responsible for ensuring the church is secured when leaving the building. Including shutting off all lights and locking all doors. The Occupant may be charged a \$25.00 key deposit, refundable upon return of the key.
9. The Occupant may not hold any fundraising activities except by permission of the church's Support Ministry.
10. Second Congregational or the Occupant may terminate this agreement within thirty (30) days or at such time agreed upon by both parties.

Details Regarding the Event:

Contact name: _____ Group name: _____

Phone #: _____ Email: _____

Description of Event: _____

Date of Use: _____ Time of Use: From: _____ Until: _____

Number of people attending: _____

Facility Fee	Active Member	All Others	Cost
Dining Room & Kitchen	\$ 100.00	\$ 200.00	
Norman Room	\$ 100.00	\$ 200.00	
Funeral (Sanctuary)	\$ -	\$ 200.00	
Wedding (Sanctuary)	\$ 100.00	\$ 200.00	
Collation/Repast (Food)	See Price List	See Price List	
Personnel Fee	Active Member	All Others	
Pastor (Wedding or Funeral)	\$ 350.00	\$ 350.00	
Musician	\$ 150.00	\$ 250.00	
Janitorial Fee	\$ 75.00	\$ 75.00	
Serv-Safe Manager	\$ 50.00/hour	\$ 50.00/hour	
Other Fees			
Key Deposit (refundable)		\$ 25.00	
For Profit Entities (recurring use)		\$ 75.00	
Security Deposit (refundable)		\$ 75.00	

TOTAL DUE:	
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I have read the requirements and agree to the terms.

Printed name: _____

Signature: _____ Date: _____

Approved by (SCC Representative)

Printed name: _____

Signature: _____ Date: _____

Title/Position: _____