



# Tewksbury Congregational Church Church Facility Rental Form

Updated 12/2012

Organization: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Member       Non-member

Email address: \_\_\_\_\_ Cell #: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Event: \_\_\_\_\_ Attendance: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time: From: \_\_\_\_\_ To: \_\_\_\_\_

Would Like to Reserve:  Classroom (*Capacity 15-20*)       Vestry (*Capacity 75*)  
 Fellowship Hall (*Capacity 75-200*)       Kitchen Use

Special Requests or Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. Applications will be considered based on availability.
2. The Contact Person is responsible for set up, take down, and lock up of the facility rented. The Contact Person is also responsible for returning keys issued within one (1) week after the end of the rental agreement. The key(s) shall be returned to the church office during normal working hours.
3. By signing this agreement, the Contact Person agrees to either pay a cleaning fee or be responsible for returning the facility to the clean and orderly state it was in prior to the rental. No materials are to be left in the building or on the grounds without written approval of the Board of Trustees.
4. If the kitchen is used, the Contact Person is responsible for washing all dishes, pots, pans, and other supplies utilized during the rental period. In addition, the sinks and stove must be cleaned if utilized.
5. The kitchen phone should not be utilized except in the case of emergency.
6. A deposit of 50% (minimum of \$50 for non-members, \$25 for members) of the rental is required to secure the date and time requested.

Contact Person Initial: \_\_\_\_\_

Date: \_\_\_\_\_

Fee Schedule:

Event Type	Classroom <sup>1</sup>	Vestry	Fellowship Hall
Church or sponsored organization event	No Charge	No Charge	No Charge
Church member family event	\$30	\$45	\$75
Church member-hosted public event	\$60	\$90	\$150
Non-member event	\$80	\$145	\$220
Custodial Fee <sup>2</sup>	\$20	\$35	\$60
Long-term or recurring rental	Negotiated with Board of Trustees		
Kitchen use <sup>3</sup>	\$30		

- 1 - Rates are per room rented
- 2 - May be waived, see below
- 3 - No charge for church or sponsored events

Total Due: \_\_\_\_\_ Make check payable to **Tewksbury Congregational Church**

**Waiver of Custodial Fee:**

I elect to waive the custodial fee. I agree to clean up after the event, including sweeping and mopping, if necessary. I also agree to empty all trash receptacles in the rented space, as well as inspect restrooms utilized and clean them if necessary. I understand that failure to comply with this agreement will result in a billing for the custodial fees as described above, and may result in loss of future rental privileges as determined by the Board of Trustees.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

I understand and will abide by the rules and responsibilities as stated above.

**Contact Person's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

- Approved** \_\_\_\_\_ **Date:** \_\_\_\_\_
- Denied** Chair, Board of Trustees

Comments: \_\_\_\_\_

\_\_\_\_\_

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