



Middleton
 Congregational Church
 — Making it REAL for the sake of the Kingdom —

66 Maple Street / P.O. Box 398
 Middleton, MA 01949
 PHONE: (978) 774-3788
 EMAIL: church@middleton.org
 WEBSITE: www.middleton.org

MCC FACILITY RENTAL APPLICATION & AGREEMENT

APPLICANT INFO

Applicant Name: _____ Phone: _____

Organization Name* (if applicable): _____

Mailing Address: _____

Email: _____ Cell Phone: _____

Church Member? YES NO FAX Number (if available): _____

Applicant's Affiliation with Organization (if applicable): _____

**Organizations must supply a Certificate of Insurance naming Middleton Congregational Church as an additional insured for general liability.*

RENTAL INFO

Date(s) of Rental Request: _____ Start Time: _____ End Time: _____

Intended Use or Purpose of Rental: _____

Number of Persons Expected to Occupy Facility During Rental: _____

Facilities Requested: Sanctuary Fellowship Hall/Kitchen Other: _____

Special Requests or Comments: _____

Rental Fees Due (to be filled out by MCC): \$_____ (Make checks payable to Middleton Congregational Church)

Please see attached *Facility Rental Rate Schedule* for current rates and additional information.

By signing this agreement, the contact person agrees to pay all fees associated with this rental within 30 days of rental and adhere to all rules and policies as set forth by the Board of Trustees of the Middleton Congregational Church (see attached). Furthermore, the signatory agrees to abide by all local, state and federal laws while using this facility.

AUTHORIZED SIGNATURES

Signature of Applicant: _____ Date: _____

Approved By: _____ Date: _____

FACILITY RENTAL RATE SCHEDULE

Middleton Congregational Church (2016)

SANCTUARY RENTAL

Non-Member = \$500

Member = Donation, as you feel led

Sanctuary rental includes cleaning, heating/cooling, and utilities. Fellowship Hall and Kitchen rental not included. For weddings, additional fees for the pastor and musician(s) are required.

FELLOWSHIP HALL / KITCHEN RENTAL

(4-hour block)

Non-Member = \$250

Member = Donation, as you feel led

Clean up is required by Applicant. If clean-up is not performed, a \$150 cleaning fee will be assessed. The Church Administrator will schedule cleaning accordingly for weddings, memorial services and other sanctuary events.

FREQUENT / PERIODIC MEETINGS

\$75 per month for local community and AA groups

Other use: rental fee to be determined once application is submitted to trustees in accordance with usage, duration, and projected operational costs. All requests for special functions or periodic meetings will be made through the Church Office. All events and meetings must meet standards set out within the MCC Bylaws and be in accordance with the spirit of the church.

Please contact the church office at (978) 774-3788 or church@middleton.org for scheduling, payment, and additional information as needed.

MCC FACILITY RENTAL RULES & POLICIES

GENERAL USE

1. Use of the facility is restricted to those areas for which permission has been approved by the Church (including nearby bathrooms and hallways). Use of any other part of the facility is prohibited unless specifically requested and approved in advance.
2. Sanctuary rental includes cleaning. All other areas requested must be left in the same condition as they were found and clean-up is required by the Applicant. **If clean-up is not performed, a \$150 cleaning fee will be assessed.** If the premises are to be used daily, the Applicant agrees to leave the premises clean and in order as found prior to use.
3. A key to the facility may be picked up during Church Office hours (68 Maple Street) and must be returned within 7 days. Email church@middleton.org to schedule an appointment.

4. Children under the age of 18 are not allowed to be unsupervised in any area of the grounds or buildings. If use of specified classrooms is granted, children may play with toys in the specified classrooms (not items stored in cabinets). All items must be returned to their original location.
5. Ample parking is available in the upper and lower parking lots (lower lot accessible via Webb St). There are five additional parking spots in the upper lot with *handicap* designation. Parking on Maple Street (Route 62) and Webb Street is not allowed.
6. Admission charges are not allowed unless necessary licenses have been obtained and fees paid up-to-date. A copy of the approved license contract must be submitted with this agreement for admission charges to be allowed.
7. The applicant shall be responsible for the conduct and supervision of all persons admitted to the contracted facilities, and shall see that all rules and policies contained in this rental contract/permit are strictly adhered to.
8. The applicant shall be responsible for seeing that all persons admitted to their event have vacated the contracted facilities at the specified time(s) and that all privately-owned property and any personal effects have been removed promptly at the conclusion of the event. *Middleton Congregational Church* will not be liable for any articles left in the facility or on church grounds.
9. At the conclusion of your event, be sure to do the following:
 - Check the floors for debris that was left as a result of your event
 - Make sure kitchen and bathrooms are left in a clean manner (if used)
 - Turn off all lights
 - Dispose of all rubbish accumulated from your event
 - Lock all outside doors
 - Drop key in mail slot in office front door at 68 Maple Street

TOBACCO/ALCOHOL USE

1. Smoking or smokeless chewing tobacco is not allowed in the facility at any time. A container is located outside the Fellowship Hall door for cigarette butts. Smoking is prohibited on church grounds on Sundays at all times.
2. For adult-only events, alcohol is limited to the use of beer and wine only. For events with students and/or children present (anyone under age 21), alcoholic beverages or consumption thereof will not be allowed in the building. Alcohol consumption is not allowed outside on Church grounds.

FELLOWSHIP HALL AND KITCHEN

1. Rental of the Fellowship Hall and Kitchen includes use of tables and chairs (located in the storage closet with glass window, in corner of Fellowship Hall). Applicant is responsible for setup and teardown of tables and chairs for their event. All chairs and tables removed from the storage closet must be returned and stacked as originally found.
2. Paper products, coffee, coffee supplies, etc. found on the premises are not to be used by private groups. No tablecloths are provided. The church is not responsible for any items left in the kitchen.

3. Decorations and/or signs may be used in Fellowship Hall, but must be secured with a low-stick adhesive tape so as not to cause damage to walls or ceiling. Absolutely no nails, screws, tacks or pins may be used to hang decorations. Please carefully remove tape at the conclusion of your event so as not to cause damage. Damage will be assessed by the church and fees may be incurred.
4. The kitchen phone should not be utilized except in case of emergency.
5. All food waste and disposable dinnerware must be put in garbage bags, which together with any leftover food must be removed from the premises. When available, new bags are to be placed in the containers. Failure to discard/remove items could result in additional custodial fees.

LIABILITY AND ADDITIONAL TERMS

1. The church is not liable for any damage to the Applicant's property or for injury or abuse to any person in or coming to or from the premises, however caused, and the Applicant agrees to indemnify the church against financial consequences of any such liability.
2. Any costs incurred by *Middleton Congregational Church* relevant to the use by the Applicant of the defined areas and those areas which are not mentioned in this agreement are the responsibility and expense of the Applicant.
3. Any notice required or permitted to be given by this agreement is sufficiently given by verbal representation to the Applicant, or in writing delivered to the Applicant or in any manner recognized by law. Any notice required to be given by the Applicant shall be in writing and shall be delivered to the attention of the Church Administrator. Written notification of any cancellations or amendments must be submitted to the Church Administrator.
4. *Middleton Congregational Church* agrees that so long as the Applicant complies with the terms of this agreement, the Applicant may use the defined areas as contracted. The Pastors, Staff and Directors of the Church, jointly or individually, reserve the right, at their sole discretion, to interrupt and require the termination of any activities of the Applicant at any time, and shall not be required to reimburse the Applicant for any costs incurred for the use of the premises. The Church may also terminate this agreement for any reason or cause required or permitted by law.
5. The Applicant must pay all damages to facilities and/or furnishings arising from the use of such facilities and/or furnishings granted by this rental contract.
6. Maximum attendance at any facility shall be governed by Middleton Fire Department regulations and/or Department of Health regulations and all exits must be kept free from obstruction at all times.
7. The applicant agrees to fully comply with federal, state and local laws and resolutions.

I have read and understood the rules and policies as stated above and agree to adopt them and abide by the terms. I will implement them with all due diligence while using the facilities and church grounds at Middleton Congregational Church, 66 Maple Street, Middleton, MA 01949.

Applicant Signature: _____ Date: _____