

Date Received: \_\_\_\_\_ [ ] No conflicts [ ] Conflict exists; reschedule

# The First Church in Marlborough (Congregational)

UNITED CHURCH OF CHRIST

37 High Street, Marlborough, MA 01752-2344

(508) 485-6297

## REQUEST OF INTENT TO USE FIRST CHURCH FACILITIES

*(This request must be scheduled and submitted to the Board of Trustees through the Church Office.)*

*“The mission of First Church in Marlborough (Congregational) is to welcome all to a positive environment for personal and spiritual growth through the worship of God; to foster a caring, friendly and inviting ministry of people who are committed to knowing God, God’s will and the teachings of Jesus Christ; and to reach out to all with Faith and Love.”*

Name of Group or Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Address (to mail confirmation): \_\_\_\_\_ Email Address: \_\_\_\_\_

Member of Church: [ ] Non-Member of Church: [ ] Reason for use: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Will you be setting up and cleaning up yourself? Yes \_\_\_ No \_\_\_

Start Time \_\_\_\_\_ End Time \_\_\_\_\_ (If you are setting/cleaning up yourself, include this in your start and end times.)

Area Requested: Sanctuary [ ] Parish Hall [ ] \*Kitchen [ ] Classrooms [ ] Temple Room [ ]

Furniture Requested: Chairs [ ] How many? [ ] Tables [ ] How many? [ ] Sound System [ ]

How many people will be attending your event? \_\_\_\_\_ Will the stage be used? Yes [ ] No [ ]

Will any church staff or personnel be needed? \_\_\_\_\_ If so, who? \_\_\_\_\_

Do you, or someone from your group, have keys to the building? Yes [ ] No [ ]

Do you have insurance coverage? Yes [ ] No [ ]

\*If using Kitchen, will you be cooking? Yes [ ] No [ ] If not, what do you need kitchen usage for?

### PLEASE NOTE:

- ❖ All use of the facilities must comply with local fire laws.
- ❖ Church functions receive schedule priorities.
- ❖ Absolutely No Helium balloons are allowed in the building.
- ❖ Please note that in the Winter there will be an extra charge of \$50.00 if shoveling snow is required.
- ❖ **All trash needs to be removed from the church property (and NOT thrown in the outside**

- dumpsters) by the renter or a fee will be deducted from the Facility Damage deposit below.**
- ❖ Building needs to be cleaned (especially bathrooms), lights out and building locked after use.
- ❖ **A Facility Damage deposit of \$150 will be included in the total cost and will be refunded within one week after the event (if applicable).**

**Believing that we should be healthy emotionally and physically, as well as spiritually, First Church has chosen our facility to be one where smoking, drinking of alcoholic beverages, use of illegal drugs or any form of gambling (raffles, bingo, etc.) is not permitted anywhere in our facility or on the Church property.**

FOR CHURCH USE ONLY

Approved  Denied

Total Fee \$\_\_\_\_\_ Deposit \$\_\_\_\_\_

\_\_\_\_\_  
Trustee Signature:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Requestor Signature:

\_\_\_\_\_  
Date

FC Contact Opening/Closing Name: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_