

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

### WEDDING 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.”*

Couple’s Name: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

Active Member of Church: [ ] Non-Member of Church: [ ]

Wedding Date Requested: \_\_\_\_\_ Wedding Time Requested: \_\_\_\_\_

Rehearsal Date & Time: \_\_\_\_\_ Reception Time Requested: \_\_\_\_\_

Set-up Time: \_\_\_\_\_ Clean-Up Time: \_\_\_\_\_

Area(s) Requested: Sanctuary [ ] Parish Hall [ ] Kitchen [ ] Classrooms [ ] Temple Room [ ]

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

Parlor \_\_\_\_\_ Other (please explain): \_\_\_\_\_

How many guests do you plan to invite?  
(Tentatively): \_\_\_\_\_

**Note.** Per Marlborough Fire Code: Maximum occupancy is 210 in Parish Hall

**Church Staff to be used: (First Church Minister, Organist, Wedding Coordinator, Custodian, and Off-duty policeman are mandatory unless other arrangements are made and approved.)**

Who will officiate the ceremony? \_\_\_\_\_

#### PLEASE NOTE:

- ❖ **Senior Pastor of First Church has first right of refusal in all wedding scheduling.**
- ❖ All use of facilities must comply with local fire laws.

- ❖ Absolutely No Helium balloons are allowed in the building. **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.

Revised: November 22, 2015

**First Church in Marlborough (Congregational)  
United Church of Christ  
Contract for Wedding Reception**

**FIRST CHURCH POLICIES REGARDING WEDDINGS**

All individuals wishing to utilize the sanctuary and other facilities of First Church for a wedding ceremony must conform to the policies stated herein and agree to pay the fees listed herein. Such agreement shall be indicated by signing this form and providing a deposit at the time of the request equal to one half (50%) of the total fees due for the use of First Church facilities (in the case of member/donations, a minimum of \$100 will be required as deposit). Requests for reservation will not be considered or approved by the Trustees of First Church prior to the payment of such deposit. The balance of fees shall be payable no later than one month prior to the wedding date. Failure to pay the balance of fees due by the due date may result in denial of right to use the facilities. **A Facility Damage deposit of \$150 will be included in the total cost and will be refunded within one week after the ceremony.** Any damages incurred as part of the ceremony will be deducted from this deposit. The refund will include any details of the deposit used.

ROLE OF SENIOR PASTOR

Individuals wishing to be married in First Church are required to meet with the current senior pastor of First Church prior to reserving the facilities. The senior pastor has the right to be involved in any marriage performed in First Church. Should the individuals wish to have another minister or clergy member involved in the ceremony, the senior pastor must approve such individual and involvement in advance. The senior pastor shall have the right to deny the involvement of an outside clergy or other official if he or she determines that such outside clergy or official's involvement would be inconsistent with the mission and spirit of First Church. The senior pastor shall have the right to be involved in any marriage ceremony performed in First Church as the principal celebrant, or as a co-celebrant at his or her discretion. The Trustees shall not approve the use of the facilities until they have received from the senior pastor evidence that these requirements have been met.

ORGANIST AND OTHER MUSICIANS

The current organist of First Church shall have the right of first refusal to play at any marriage performed in First Church. No outside organist or keyboardist may be used unless the current First Church organist has been consulted and agreed. Any additional musicians or soloists to be used during the ceremony must consult with and be approved in advance by the current organist. Any costs incurred for such musicians or soloists are solely the responsibility of the bride and groom.

WEDDING COORDINATOR AND SEXTON

Individuals reserving First Church for a wedding are required to utilize and pay for the services of the wedding coordinator and sexton.

**First Church in Marlborough (Congregational)  
United Church of Christ  
Contract for Wedding Reception**

SOUND SYSTEM

No First Church sound system will be available other than the stationary pulpit microphone in the sanctuary. Any use and cost of another sound system is solely the responsibility of the bride and groom.

SANCTUARY DECORATIONS

*The rules for the decoration of the Sanctuary are as follows:*

The decorating of the Sanctuary shall be limited to pew bows and alter arrangements. There must be no staples or tape in the wood. Alter flowers and small arrangements cannot be wired to the candelabras. First Church does not allow tape on the walls or on the wood.

*The rules for the decoration of Parish Hall for receptions are as follows:*

You may **not** remove any posters or notices that are on the walls, however, you may cover these items with cloth, linen, etc. as long as the First Church items are not hampered or damaged in any way.

PAYMENT SCHEDULE

**The payment schedule (see attached sheet) for the Minister, Organist, Wedding Coordinator, and Sexton are to be paid individually. Check with the Church Office Manager for names. The full payment for these individuals is due 10 days before the wedding ceremony. For the Sanctuary and any area(s) requested for use, please make check out to First Church in Marlborough and submit to Treasurer's Office. A 50% deposit is required to reserve the church with the balance and any other additional fees due no later than one month before the wedding ceremony.**

**First Church in Marlborough (Congregational)  
United Church of Christ  
Contract for Wedding Reception**

**FIRST CHURCH FEES AND HONORARIUM SCHEDULE**

<b>Weddings</b>	<b>Member Fee</b>	<b>Non-Member Fee</b>
Senior Pastor	\$100-200	\$500
Organist	\$250	\$250
Sexton	\$100	\$150
Winter Surcharge (Dec 1 - Mar 30)	\$50	\$50
Wedding Coordinator	\$100	\$150 (first 5 hours) + \$30/hour
Damage Deposit*	Waived	\$150
<b>Hall/Room Usage</b>		
<b>Sanctuary</b>	Donation	\$500
Classroom or Temple Room	Donation	\$100
Fellowship Hall	Donation	\$500
Kitchen	Donation	\$300
Kitchen Support Person	Volunteer	\$100
Extra Sexton	Donation	\$50

\*Damage Deposit is required to secure the event. Following the event the deposit will be returned less any additional cleanup or correction of the damage.

**First Church in Marlborough (Congregational)  
United Church of Christ  
Contract for Wedding Reception**

<b>FOR CHURCH USE ONLY</b>	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied Total Fee \$ _____    Deposit \$ _____	
_____ Trustees Signature:	_____ Date:
_____ Requestor Signature:	_____ Date:
FC Contact Opening/Closing Name: _____ Cell #: _____	

**First Church in Marlborough (Congregational)  
United Church of Christ  
Contract for Wedding Reception**

The First Church in Marlborough (Congregational) United Church of Christ does hereby lease to Couples name the following portions of the church edifice at 37 High Street of Marlborough, Massachusetts 01752-2344 for the purpose of holding a wedding reception.

Couples name shall have use of the church sanctuary, vestry, choir room, kitchen and common area restrooms. The kitchen may be used for preparation of meals. Use of Kitchen supplies will be limited to cleaning and trash supplies only. Couples name will supply all other kitchen supplies they will use. Limited use of the refrigerator will be allowed only during designated Couples name building use times. All Couples name supplies must be removed from the refrigerator at the end of each use.

The contracted Wedding date and times for Couples name use are as follows:

- Insert wedding date – Insert start and end times

Any other building use required by Couples name must be approved by the FCMC Board of Trustees prior to use. An additional fee will be collected for any other time used at a rate of \$30.00 per hour per use.

The following terms will be met:

- Couples name will adhere to Church use policy attached (Appendix C).
- Couples name will save harmless FCMC (see Hold Harmless Agreement below).
- Couples name will assume the expense for any FCMC property damaged including furniture and/or relevant items of FCMC property by the children, adults or any persons connected with Couples name
- Couples name will see that the areas used by them are put in original order for FCMC use.
- Couples name is responsible for cleaning the areas they use within 30 minutes of the end of the session. Any FCMC additional clean up required will incur an additional fee of \$50 per occurrence plus \$30/ hour of extra custodian time after the first half hour.
- Rubbish removal will be the responsibility of Couples name.
- Couples name will adhere to Marlborough Fire Regulation limit in Fellowship Hall of no more than 210 people.

Either party may terminate this agreement at any time by serving the other party notice of not less than thirty (30) days. In consideration of these terms, Couples name shall make a **50% deposit** to FCMC to secure the facility for the wedding and the remaining **50%** payment made at least one month before the wedding date.

**First Church in Marlborough (Congregational)  
United Church of Christ  
Contract for Wedding Reception**

The First Church in Marlborough (Congregational)  
Marlborough, Massachusetts

Couples name

\_\_\_\_\_  
Trustee Representative

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

HOLD HARMLESS AGREEMENT

The Couples name shall indemnify, hold free and harmless, assume liability for, and defend the First Church in Marlborough (Congregational), its chartered affiliates, agents, servants, employees, officers and trustees from any and all costs and expenses, including but not limited to, attorney's fees, reasonable investigative and discovery costs, court costs, and all other sums which the First Church in Marlborough (Congregational), its chartered affiliates, agents, servants, employees, officers, and trustees may pay or become obligated to pay on account of any, all and every demand for, claim or assertion of liability, or any action founded therein, arising or alleged to have arisen out of the Couples name uses of real or personal property belonging to the First Church in Marlborough (Congregational), its chartered affiliates, agents, servants, employees, officers, and trustees, or by any action or omission by the Couples name its members, agents, servants, employees, officers, or directors.

Couples name

Marlborough, Massachusetts

\_\_\_\_\_  
Initials: Representative/ Couples name

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

**First Church in Marlborough (Congregational)  
United Church of Christ  
Contract for Wedding Reception**

Appendix A

Couples name

Responsibilities for Building Maintenance

Empty trash, place new trash bags in the barrel and remove trash from church property unless previous arrangements have been agreed to. Failure to do so will result in a \$50 fee to be deducted from the Facility Damage deposit.

Turn off all lights.

Clean kitchen & wipe down counters in kitchen and vestry.

Couples name

Marlborough, Massachusetts

\_\_\_\_\_  
Initials: Representative/ Couples name

\_\_\_\_\_  
Date



**First Church in Marlborough (Congregational)  
United Church of Christ  
Church Use Policy**

Appendix B

Couples name

**Primary Contact Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Home Phone #:** \_\_\_\_\_  
**Cell Phone #:** \_\_\_\_\_  
**Email address:** \_\_\_\_\_

**Alternate Contact Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Home Phone #:** \_\_\_\_\_  
**Cell Phone #:** \_\_\_\_\_  
**Email address:** \_\_\_\_\_

**Specific opening and closing requirements:** Opening and closing will be handled by either the primary or one of the alternate contacts.

**Primary First Church Contact Name:** Laurel Hill – Wedding coordinator  
**Address:** \_\_\_\_\_  
**Home Phone #:** 508-480-9234  
**Cell Phone #:** \_\_\_\_\_  
**Email address:** teenmom74@aol.com

**Alternate First Church Contact Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Home Phone #:** \_\_\_\_\_  
**Cell Phone #:** \_\_\_\_\_  
**Email address:** \_\_\_\_\_

**First Church in Marlborough (Congregational)  
United Church of Christ  
Church Use Policy**

Appendix C

**Church Use Policy**

1. You are welcome to use the church parking on the front and left side of the church. Please do not block the driveway, or other cars. Please be respectful of the handicapped parking places near the church. If you park in the street, please be courteous to our neighbors and do not block their driveways.
2. Church equipment and/or kitchen equipment are to be used only with special permission of the Building Use Ministry.
3. Please be courteous of other persons/organizations property within the church. Use of other organizations property is only with their consent.
4. There will be no use of alcoholic beverages, no gambling, and no smoking on Church Property.
5. Persons using this church will bring their own paper goods.
6. No food may be left in the refrigerator.
7. Please be sure to empty all cups, etc. into the sink before placing them in the trash. Please place new trash bags in barrels. All trash bags are to be removed from the church property unless previous arrangements have been agreed to.
8. Non-church items left out will be discarded.
9. The building will be left in the same condition in which it was found.
10. You are responsible for cleaning all the area you use.
11. All tables must be wiped off. If you have dirtied any floors, it must be cleaned. Brooms, dustpan and brushes are located in the closet to the right of the stage.
12. All chairs must be arranged as they were when you arrived.
13. All lights (including bathroom) need to be shut off after every use

**Thank you**

Revised: November 22, 2015