

First Congregational Church of Berkshire

Church Use Policy and Request

Requester:

Name: _____

Address: _____

Phone No.: _____

Requesting:

Day(s) / Date(s): _____

Time: _____

From: _____

To: _____

Member of this Church? _____

Charge: _____

Group Use:

Frequency of Use:

Group Name: _____

One Time _____

Group Leader: _____

Daily _____

Group Purpose: _____

Weekly _____

Monthly _____

Other (explain) _____

Facilities/ Services Requested:

Kitchen

Fellowship Hall

Classroom

Key Required?

Custodial Services**

Special Accommodations?

Sanctuary?***

Other (Explain) _____

The Person(s) or Group(s) wishing to use any room(s) within this Church building must make contact with the Church Secretary. The Secretary has the official Church calendar and must be notified to avoid conflicting dates and times.

Any special set-up or attendant take-down will be the responsibility of the person(s) or group(s) using the facilities. It is the responsibility of the person(s) or group(s) to clean up, return any chairs, tables, etc. to where they were found, and in general, leave the Church in as good a condition as when they arrived. Leaders of groups for children are charged with keeping these in their care.

Any damage will be the responsibility of the person(s) or group(s) using the facilities.

**** If services for the custodian are required, contact the Church Secretary.**

***** Sanctuary requires special Permission and is off limits unless use specifically agreed upon.**

NO RICE, BIRD SEED, OR CONFETTI SHALL BE THROWN IN THE SANCTUARY AREA.

Note: NO activities that would dishonor our LORD are allowed under this agreement.

(Such activities include: Halloween parties, Occult type practices, pro-homosexual, or pro-abortion teaching.)

I agree to the above agreement and conditions:

Signature

Date

Return completed form to:

First Congregational Church of Berkshire
PO Box 196
Berkshire, NY 13736
Attn: Church Secretary