

First Congregational Church of Waterbury

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Reverend Kenneth A. Frazier, Minister
Lester L. Auchmoody, Building Superintendent
Roxanne L. Anthony, Office Manager

To Whom It May Concern:

Thank you for requesting the use of our Church facility. Part of our ongoing commitment to the Greater Waterbury Community is sharing our resources and the costs involved in building use. Unfortunately, due to increased fuel, electric and maintenance fees, we can no longer absorb expenses at the same rate and must ask for increased donations. The attached suggested donation rate has been calculated for your group/individual function. Should you need special consideration, we will do our best to negotiate on an individual basis. Please note that the suggested rate is based on the duration of your event plus ½ hour before and after the agreed time of the event. Remember also the Church may need to adjust your request to accommodate a function; as other groups/individuals use the building. **WE WILL INFORM YOU.** Should you need additional time for set-up or cooking, an additional donation will be suggested.

Our Staff will set-up and take down requested equipment, but changes are not an option where fire codes and safety requirements are in order. The use of air conditioners, large appliances or special lighting must be made in advance, as misuse and added expenses have caused reason for concern. Supplies and equipment needs are your responsibility, so please do not assume the church will have what you need in this area. Finally, we ask that while on site someone be designated to monitor the restroom and other areas of use for trash and debris. Should a problem arise during your time in the building, help from staff can be requested and they will assist you to the extent that they are able.

Respectfully,

First Congregational Church of Waterbury
Board of Trustees

APPLICATION FOR USE OF FACILITIES

Please Print

DATE FILED _____ 20____

For Organizations (F.C.C. group (Y/N) _____)

Name of Organization: _____ Phone: _____

Address: _____

Organizational Purpose: _____

Type of Event: _____

Non-profit status (Y/N) _____ Are there admission fees (Y/N) _____ If YES, who will benefit? _____

Representative's (name) _____ title: _____

Address: _____ Phone: _____

(Representative must be present during an entire program and responsible to the Church Building Agent) **

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**For Individuals:** (A Member of this Church (Y/N) \_\_\_\_\_)

Name of Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Type of Event: \_\_\_\_\_

(Applicant must be present during an entire program and is responsible to the Church Building Agent) \*\*

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The Program Needs:

Date(s) wanted: _____ 20____, Total Hours (incl. set up & clean up) _____ to _____

Will the program meet on a regular basis? (Y/N) _____, If yes, when? _____

(Dates): _____

Room(s) wanted: _____, Anticipated Attendance: _____

Set up arrangements (i.e., tables, chairs, etc.) _____ (**ATTACH DISCRPTION**)

Special Equipment Needed? (i.e., mics, TV, podium, screens, etc.): _____

Use of Instrument: _____, (DIR. OF MUSIC CLEARANCE) _____

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Having read the RULES and REGULATIONS on the back of this application, I(we) the undersigned, agree to comply with them:

\_\_\_\_\_ 20\_\_\_\_

Signature

Date

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For Office Use:

Certificate of Insurance Attached(Y/N): _____ (RULE A), AGENT ON DUTY: _____

Approval by Trustees: _____ Posted by Office: _____

Dated: _____ Dated: _____

Donation: _____, Building Fund: _____, Building Agent: _____

Building Agent Report (Facility conditions at termination of use): _____

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The Board of Trustees requires the presence of a "Church Building Agent" to be present during any program (other than Church related) while using the Church facilities (ADDITIONAL INFORMATION, SEE RULES). Applicant MUST confirm all arrangements THREE (3) working days PRIOR to an event!

## RULES, REGULATIONS AND REQUIREMENTS FOR USE OF FACILITIES

Areas of the Church not being used for a Church purpose may be used by organizations or individuals upon written application filed 15 days prior to an event. Such applications are to be submitted to the Church Office for approval. No verbal approval will be given; only signed approval of the House Committee will constitute an agreement. Events scheduled after business hours are subject to the availability of a Church Building Agent. For his or her time, a two (2) hour minimum, remuneration is expected (check with Church Office for current rates).

- A. The applicant will provide a CERTIFICATE OF INSURANCE for liability and property damage (for First Church members on a personal basis and First Church groups, this insurance is waived), covering the First Congregational Church of Waterbury, Inc. as additional insured. Liability Insurance will provide coverage for at least \$1,000,000 for each person and \$1,000,000 for each occurrence and coverage for Aggregate damage of \$2,000,000. The Church and its agents will not be held responsible for lost or stolen possessions.
- B. The applicant will provide: adequate supervision, compliance with all City and State regulations (regarding Health, Safety, Fire, and Nuisance regulations) at no expense to the Church, and agrees to hold the Church **harmless** from all claims. The applicant/representative **must be present** at all times during the program. That person is responsible for following directives from the Building Agent.
- C. **The applicant will use ONLY the area, rooms or equipment for which use was granted.** At no time may the applicant sublet, in whole or in part, any part of the Church or its properties and/or equipment. Additional rooms or equipment (such as Air Condition) that can be provided will be at the discretion of the Building Agent (extra charges may apply). The applicant will leave the facilities in as good a condition as it was in which it was found. Additional fees will be charged if the facilities are left in an unacceptable condition.
- D. Any Church musical instrument **MUST** be cleared (in writing) by the Director of Music. Rehearsal times must be noted and approved by the office and Director of Music and the Building Committee.
- E. The applicant agrees to reimburse the Church for all: breakage of, or damage to, the Church premises and property if it is found that such damage occurred during such event by its attendees.
- F. If application has been made and approved to meet at regular intervals, the date, time and location of each meeting must be cleared by phone or in person with the Church office **THREE (3)** working days before the event. Failure to confirm your event might result in the loss of the area requested or use of the facilities. In the event of a conflict the Church office will render the decision as to locations based on need and size requirements.
- G. Only freestanding exhibits may be used. The use of **tapes, thumbtacks, nails, hooks, MASKING TAPE, or other similar materials on walls or tables is prohibited.** The **ONLY** approved adhesive tape to be used is "SCOTCH BRAND (3M) MAGIC TAPE" and it is to be removed after the program.
- H. The following will not be permitted within the Church building; **SMOKING, RAFFLES, GAMES of CHANCE and the consumption of LIQUOR OR BEER is not permitted on Church grounds!**
- I. **NO PARKING PRIVILEGES WILL BE GRANTED.** There are however THREE (3) restricted parking spaces. Space is reserved for the **Minister of the Church** and those designated for the **Disabled**. Space #24 (nearest the Dumpster) is reserved for the Building Superintendent or Sexton on duty (this area may also be used for the temporary loading or unloading of vehicles).
- J. The Church reserves the right to refuse the use of facilities or equipment to any group or individuals.
- K. Inclement weather- Notification of a cancellation must be made to the Church as soon as possible. If the Church feels that the weather is too severe or is not going to improve, the Church reserves the right to close the building and give notice to the representative who is responsible for informing the public. **Plan ahead by having an alternate date set.**
- L. It is the sole responsibility of the user to provide all consumable goods for it event. The Church does not supply any consumable goods or is required to supply its equipment for public use. The use of the small (12 cup) coffee Urn and filters is granted, however the large (100 cup) Urn must be requested in advance. The Church will supply garbage bags but it is the responsibility of the applicant it remove the trash to the dumpster.

**I have read and understand the above regulations and restriction.** (Initial of the responsible applicant) \_\_\_\_\_

# FIRST CONGREGATIONAL CHURCH OF WATERBURY INC. BUILDING USE SAFETY REGULATIONS

THESE RESTRICTIONS SHALL BE STRICTLY ENFORCED BY THE BUILDING AGENT ON DUTY AND THE BOARD OF TRUSTEES OF FIRST CONGREGATIONAL CHURCH OF WATERBURY. *All regulations listed are in accordance with state and local laws.*

## Sanctuary

- Aisles are defined as the 3 long carpeted walkways and the front and rear areas of the Sanctuary.
- No objects are to be placed in aisles. This includes walkers and wheelchairs. This prevents tripping and/or blocking the aisles for exiting in case of fire.
- The open area in the left front of the pews next to the piano is for wheelchairs and walkers.
- Wiring traversing any aisle, doorway or stairway must be taped down to the floor so as not to cause a tripping hazard.
- Any extra lighting is to be "UL Approved" for Portable Stage Lighting and in good repair. Work lights and clip-on floodlights are NOT acceptable types.

## Clinton Hall

- Wiring traversing any aisle, doorway or stairway must be taped down to the floor so as not to cause a tripping hazard.
- Any extra lighting is to be "UL Approved" for Portable Stage Lighting and in good repair. Work lights and clip-on floodlights are NOT acceptable types.
- For groups using folding chairs as seating, aisles are to be kept clear.  
Minimum aisle size requirements are: 4-foot aisle on each side, 6-foot center aisle, and 6-foot front and rear aisles.
- For groups using tables and chairs, the minimum aisle size is 3 feet between tables/chairs, 5 feet between crossing rows, 4 feet for side aisles and 6 feet at end aisles.

To be signed by group representative:

I hereby agree to the above regulations. I also agree that the Church Agent on duty has the right to enforce these regulations. If I do not adhere to these regulations, the Agent has the right to terminate my program.

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Print name and sign

Date

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Name of group representative who will be in charge AT THE GROUP FUNCTION

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Name of group and date of event