



Congregational Church of Boothbay Harbor
United Church of Christ

Building Use Policy

GENERAL

1. The use of the building and facilities of CCBBH is subject to the laws of Boothbay Harbor, Lincoln County, and the State of Maine. The person signing the Building Use Agreement accepts the responsibility for compliance with these laws and the Terms of the Agreement.
2. Responsible adult supervision must be with the group at all times when facilities are in use.
3. Prohibited Users: Partisan Political groups, groups operating for Commercial Gain and any organization whose activities are in conflict with the mission and doctrine of CCBBH.
4. Alcoholic beverages (except for Sacramental purposes) and smoking are prohibited.
5. Firearms (loaded or unloaded) are not permitted on Church property at any time, except in the possession of an on duty public safety officer.
6. Illegal drugs, alcohol, narcotics, or fireworks of any type are not permitted on church property at any time.
7. Food and beverages are prohibited in the sanctuary.
8. No strings, staples, tacks, nails, screws, glue, or permanent tape may be used to secure decorations. Only removable tape (such as "drafting" tape) that will not damage paint or woodwork is permitted.
9. No rice, birdseed, confetti, etc. will be thrown in the sanctuary during or after weddings.
10. Open flame candles, with appropriate protection from dripping wax, may be used in conjunction with services in the sanctuary. In other spaces, candles may only be used in appropriate glass, metal, ceramic or other suitable non-burnable container designed for candles. Open flames are never to be left unattended in or around the Church building.
11. No functions or access to the building space will be allowed prior to 2 p.m. on Sundays, unless by special permission of the Pastor or Board of Trustees.
12. Church and Church sponsored programs will be given first priority in use of facilities; however, bookings by non-church organizations, once made, will be final.
13. Dates of all events must be cleared through the Church Administrator. Notation will be made on the church calendar.
14. Approval of any use of space within these guidelines must be made by the Board of Trustees. Usage and fee changes requiring exceptions to these guidelines must be approved by Board of Trustees. Use of the sanctuary requires the approval of the Pastor, Senior Deacon, and Board of Trustees. Adjustments to the guidelines must be approved by the Board of Trustees.
15. Users of the building must leave it in clean condition, such as the following:
 - Chairs and tables put away.

- Room will be left neat – wipe up spills, pick up papers and cups, and put trash bags in the dumpster, etc.
16. Rules and regulations for use of the kitchens are posted in each kitchen, such as:
 - All food must be removed following the event.
 - Kitchen must be cleaned up with kitchen items returned to the cupboards.
 17. Use of musical instruments, other than the piano in Fellowship Hall, requires approval of the Minister of Music. Any requested tuning will be done by a person chosen by the Minister of Music at the user's expense.
 18. Any use of audio-visual equipment in the Sanctuary requires a member of the audio-visual team from CCBH.
 19. All users are responsible for turning off the lights, shutting off appliances, turning down the thermostats to 60 degrees, closing and locking all windows and for closing and locking all outside doors after use. If one has been provided a key, it will be returned on the next day that the church office is open.
 20. Users of the church facilities shall report any damage to the building or property to the church's administrative assistant and agree to pay for necessary repairs or replacement.
 21. Special Provisions for church committees and activities:
All building use must be cleared with the Church Administrator. These guidelines apply to all groups including church groups, such as Choir, Sunday School, Sr. and Jr. High Fellowships, etc.; however, no fee will be charged for their functions. All church groups shall be responsible for their own set ups/ takedowns and clean ups.
 22. All non-church committees / activities must complete the "Building Use Application" form and return to the church office before the event to be assessed by the Board of Trustees.

FACILITY

		Suggested Donations
Sanctuary		
A.	Members and Pledging Friends of the Church	Donation
B.	Other Individuals or Groups	\$500.00
C.	Non-profit Organizations	\$250.00
Fellowship Hall and Kitchen		
A.	Members and Pledging Friends of the Church	Donation
B.	Other Individuals or Groups	\$350.00
C.	Non-profit Organizations	\$175.00
Library, Chapel, or Sunday School Area		Donation

Fees for recurring uses (i.e., monthly meetings or rehearsals) - there will be the initial fee plus one half the amount of the initial fee for each ensuing use, within a twelve (12)-month period.

Exceptions or changes to suggested donations may be discussed with the Trustees and/or pastor.

JANITORIAL SERVICES

All uses by any group (except those listed in I-21) will require payment of \$100.00 for cleaning services. If two or more spaces are rented the janitorial fee will be \$200. It will also be \$200 if cleaning for any on space is required before and after the event listed in the contract. The fee includes setting up and taking down of tables and chairs. The janitorial fee for weddings is \$200.00

PAYMENT OF FEES

All fees are payable to Congregational Church of Boothbay Harbor prior to each event.

Note: Fees for minister may be made payable to Congregational Church of Boothbay Harbor with Discretionary Fund in memo line. Fees for the organist may be made payable to Eugenie O'Connell.

SECURITY DEPOSIT

A \$100 security deposit will be collected prior to any event and returned after the event provided there were no violations to the Agreement.



The Congregational Church of Boothbay Harbor
United Church of Christ
Building Use Application

This agreement is entered into between the Congregational Church of Boothbay Harbor, located at 125 Townsend Ave, Boothbay Harbor, Maine, (hereafter referred to as "Church"), and _____, (hereafter referred to as User).

User Information

Name	
Telephone	
Cell Phone	
E-mail Address	
-OR-	
Name of Group	
Type/nature of Group (non-profit, community service, political, other)	
What is the purpose of this group/event/meeting?	
Has the Church hosted this group/event/meeting before? If yes, when?	

Contact Person Information

Contact Person Name	
Street Address	
City ST ZIP Code	
Home Phone	
Cell Phone	
E-Mail Address	

Event Information

Type of Event	
Date(s) Requested	
Alternate Date(s)	
Number of Participants	
Starting Time	
Ending Time	
Facilities Requested	
Janitor Staff Required	YES NO

The Church and User agree to the above date(s), time and following terms:

1. Church agrees to provide User with the following space: _____
2. User agrees to follow the attached Congregational Church of Boothbay Harbor Building Use Policy.
3. User agrees to vacate the premises promptly and to leave the premises, including all furniture and other equipment on the premises, in the same state of cleanliness and repair as existed when User entered the premises.
4. User agrees to make sure all lights and appliances used are turned off and all doors are locked.
5. User agrees to pay for any damages caused to building, furniture, or fixtures, and agrees to replace or reimburse Church for any other items not belonging to User that are used, consumed, or destroyed by User.
6. User agrees to hold harmless and to unconditionally indemnify Church, its officers, directors, employees, and agents, against and for all liability, cost of defense, expenses, claims and damages, which Church may at any time suffer or sustain or become liable for, by reason, of any accidents, damages, or injuries to the persons or property or both of the User, its members, affiliates, invitees, agents, or employees in any matter arising from the User's use of the Church property. This Indemnity specifically includes indemnification by the User of the Church, its officers, directors, employees, and agents for any claim arising therefrom under this agreement.
7. User further agrees that if requested it will include the Congregational Church of Boothbay Harbor as an additional insured under Renters/Users policies of insurance and that its insurers agree to waive any right of subrogation against the Church.
8. User acquired no rights as a tenant hereunder and has no right to sublease the premises.
9. User understands and agrees that the use of the premises does not and should not imply sponsorship by the Church of the User's activity or event.
10. The Building Use fee shall be \$ _____
11. Janitorial Services fee shall be \$ _____

FOR OFFICE USE ONLY

Dated this _____ day of _____, 20_____

Admin. Assistant/Pastor/Senior Trustee

Printed Name

125 Townsend Ave., PO Box 468, Boothbay Harbor, ME 04538
207-633-4757 email: congochurchbbh@outlook.com

User or agent for User

Printed Name

Address: _____

Telephone: Home _____ Cell _____

Email: _____