



## MAIN STREET CONGREGATIONAL CHURCH, UNITED CHURCH OF CHRIST

*No matter who you are or where you are on life's journey  
Come, experience God's love  
Go, serve God's world*

### MAIN STREET CONGREGATIONAL UCC USE OF FACILITIES GUIDELINES

1. Application form All non-church related organizations and/or any individual wishing to use the facilities for special events must file an application form with the church office and receive approval to use the facility. Applications can be found on the website.
2. ANNUAL APPLICATIONS All groups which meet regularly must file an annual application with updated contact information and key responsibility.
3. NON-SCHEDULED MEETINGS The Chairperson of any board or organization of the church, wishing to use the facilities is required to notify the office before use to clear the date and time.
4. SMOKING There is no smoking anywhere within the church facilities. Outside is allowed in designated areas.
5. RESTRICTIONS Organizations and rentals are limited to the use of assigned or rented areas.
6. PARKING Parking is located at the rear or the sanctuary and not permitted in the driveway. Parking is prohibited in the passage between the Bargain shoppe and the Parish house thoroughfare in the designated spots beside the fence.
7. ALCOHOL Alcohol is strictly prohibited in and around all buildings at all times unless voted on by the congregation.
8. FOOD AND FOOD PREP Preparation of food is confined to both kitchen areas. Food may be consumed in all rooms except the sanctuary.
9. RESPONSIBILITY Heads of organizations, church and non-church will be held in responsibility for the care of the facilities, including breakage. Children are to be properly supervised by adults during any event, church related or otherwise.
10. CLOSING OF THE CHURCH PROPERTY For church meetings and events, it is the responsibility of the chairperson to see that the room is returned to its original set up, lights off, thermostats down, windows closed and doors locked. **All non church events MUST hire our sexton (\$50) to take care of the items previously stated.**
11. SIGNS Nothing may be attached to the walls without consent from the Board of Trustees. Decorations should be discussed at the time of rental.
12. CERTIFICATE OF INSURANCE The trustees and or office reserves the right to request a certificate of insurance for outside groups when appropriate.
13. USE OF EQUIPMENT The set up of any church equipment by non church organizations is to be supervised by the sexton. Any equipment brought in by an outside organization shall be approved at the time of application and once approved removed promptly after the event.
14. CLEAN UP All responsible parties **for any event** must dispose of all trash/food remains in the provided room or kitchen containers following an event. All surface areas following food prep must be sprayed and wiped down. The sexton is responsible for emptying the trash.

**I AGREE TO ABIDE BY THE ABOVE;**

RENTER \_\_\_\_\_ DATE \_\_\_\_\_

145 Main Street ~ Amesbury, MA 01913  
Phone: (978) 388-0982 ~ office@main-street-church.org  
Open & Affirming, www.main-street-church.org