



Peace Dale
CONGREGATIONAL CHURCH

FACILITIES USAGE RULES (FOR INDIVIDUALS AND NOT-FOR-PROFIT GROUPS)

All groups wishing to use church facilities must complete this application in full. The Board of Property Management meets the first Monday of each month to review applications. It is understood that the group representative filing this application is responsible for the church. **Please note: facility usage reservations may need to be canceled in the event of a funeral.** We hope visitors will understand the priority of a funeral in this situation. **Please carefully review the attached rules and guidelines.**

Date of application: _____

Organization info:

Organization name: _____

Phone number(s): _____

Address: _____

Applicant/Requester info:

Last name: _____ First name: _____

Phone number(s): _____

Church member as a reference for your event(s): _____

Date(s) and time(s) space is needed: _____

Location (e.g., Fellowship Hall, Community Room, etc.): _____

Approximate number of persons attending: _____

Description of use: _____

Requirements -- including AV needs, special setup requests, etc. _____

Equipment Needed: Tables _____ Chairs _____ Other _____

A donation of **\$60** will offset utility costs and facility services (setting up, breaking down, and cleaning). Please make check payable to Peace Dale Congregational Church.

Donation (number of uses x donation request) \$ _____

Applicant signature: _____ Date: _____

1. A certificate of insurance listing Peace Dale Congregational Church as an additional insured must be received by the church office (address listed above) at least 2 weeks prior to the event. Failure to receive this certificate will negate your application. (This requirement pertains to not-for-profit organizations only, not for individuals.)
2. No alcohol is to be served.
3. Smoking is prohibited in the church building.
4. No thumb tacks or scotch tape are to be used on the walls.
5. No helium filled balloons are to be used in fellowship hall or the sanctuary.
6. It will be the responsibility of the organization to be certain that lights are turned off, thermostats are turned down to evening settings, and doors and windows are closed and securely locked before leaving the church premises (unless another group is still meeting). Furniture needs to be returned to its appropriate place, and displays and blackboard notes are not be removed or erased.
7. A donation of \$20 will offset utility costs and an honorarium of \$40 is requested for sexton services (for setting up, breaking down, and cleaning). Payment should be received at least 2 weeks prior to the event.

Please note: facility usage reservations may need to be canceled in the event of a funeral.

Organization's Name: _____

Applicant/Representative's Name: _____

Representative Signature: _____ Date: _____

***Please return completed agreement and application to the church office
at the above address or via email office@peacedalechurch.org.***

Management signature: _____ Date: _____

Approval (circle one):

Approved

Not approved

Notes/comments: _____