

CHURCH USE REQUEST & MEMORANDUM OF AGREEMENT

Between

Emmanuel Congregational Church, 119 S. Hamilton St. Watertown, New York

And

Church Members / Friends of the Church / Community Based Organizations

Person/Organization Requesting Use: _____

Date(s) of Use: _____

Time Needed: From _____ am/pm to _____ am/pm

Purpose of Use: _____

This Memorandum of Agreement is placed into effect to ensure complete understanding of the rights and privileges that both parties share in this mutual understanding. Emmanuel Congregational Church (hereafter referred to as ECC) and Church Members, Friends of the Church, and/or Community Based Organizations (hereafter referred to as User) hereby agree to the following terms as listed below:

- 1. ECC recognizes that the User identified above will be authorized to hold a special event at ECC at the date and time above. The request will be reviewed by the Board of Trustees.**
- 2. Non-member private parties (i.e., baby showers, anniversaries, birthdays, etc.) are not allowed unless associated with a planned wedding (see ECC wedding policy) or similar event at ECC.**
- 3. The event will only be held in the designated area at the designated times. Under no circumstances will any other room in the church be used for any purpose (with the exception of the passing through of the Sanctuary to access the elevator). Rental fees for various areas of the church can be found on page 3.**
- 4. Non-members are required to submit proof of special event liability insurance (Certificate of Liability Insurance) for a minimum of \$1 million. This policy must name "Emmanuel Congregational Church" as additional insured, and include Waiver of Subrogation. This certificate must be provided to ECC at least 48 hours prior to the event or before receiving a key to access the church.**
- 5. Non-members are required to pay a \$100.00 deposit for use of stoves/ovens/kitchen equipment (if applicable). All kitchen users will abide by the Kitchen Use Checklist.**
- 6. If sound equipment is required, users must hire the services of a church-designated sound technician.**
- 7. Users must provide their own food and supplies. ECC supplies are not to be used. Food and beverages are not permitted in the sanctuary at any time. Alcohol is not permitted anywhere on ECC property.**
- 8. Children must not be left unattended for their safety.**

9. Only certified service animals are allowed on Church property.

10. ECC is a Smoke-Free Campus. Smoking is not permitted anywhere inside of the building, in the church parking lot or on the church property. Smoking is only allowed outside, off the church property. Cigarette butts must be picked up from the area where smoking occurs and disposed of properly as applicable.

11. Users must clean room(s) after use and return room(s) to original configuration. Carpets must be vacuumed and trash must be collected. Users must turn out all the lights when done.

12 . All decorations and additions brought in to the church MUST be removed immediately after the event in order to not interfere with other scheduled events at the church.

13. All doors must be locked before leaving the church. Either a member of the church will unlock/lock the church for an event at a predetermined time; or keys will be assigned to the event coordinator. Keys must be returned upon completion of the event. Failure to return the keys will result in no future use contracts with ECC.

14: COVID-19 PRECAUTIONS: Current health regulations are posted at the church doors (masks, social distancing, contact tracing, etc.) and are expected to be followed.

15: The "User" agrees to Hold Harmless the ECC Church from any damage, bodily injury, or financial loss while using the facility/property.

Signatures below indicate full agreement and compliance with the provisions of this memorandum. This agreement remains in effect for the period of the event. ECC and User may terminate the agreement by providing a 30-day written notification to either party that they wish to terminate the agreement.

Name (print) _____

Mailing Address: _____

Phone _____ Email _____

Deposit _____ Total Cost _____

Signature: _____

Signature _____ KEY NUMBER _____
Chair, Board of Trustees

Please contact ECC by phone (315-782-2650), email (admin@emmanuelchurchucc.org), or by mail (119 S. Hamilton Street Watertown, NY 13601) to check availability and submit this church use application. The Board of Trustees reviews applications and will respond.

Schedule of Fees for Renting Church Space

Free events: Members of Emmanuel Congregational Church are welcome to use Anderson Hall and the Fellowship Room for free for small personal events such as birthdays, baptism parties, or retirement celebrations. Food drives and other initiatives that directly benefit the community can also use church space for free pending approval by the Trustees.

Discounted rates are available for small outside groups lead by Emmanuel Congregational Church members if the event is free.

Members may be charged small fees to cover utilities and cleaning expenses for events that charge admission or fees.

For church use for weddings, please refer to the Emmanuel wedding policy for specific information on rates for church members and non-members.

	Rental Fees for Summer	Rental Fees for Winter
Anderson Hall without kitchen	\$75.00	\$100.00
Anderson Hall and kitchen*	\$100.00	\$125.00
Sanctuary	\$100.00	\$175.00
Fellowship Room	\$75.00	\$100.00
COVID EXTRA CLEANING FEE	\$75.00	\$75.00

*A fully refundable \$100 deposit is required to use the stoves, ovens, or other kitchen equipment from all non-members. The deposit will be refunded after a Trustee or Trustee representative has verified that the kitchen was left clean, in good condition, and that all cooking equipment has been turned off or put away.

All rental fees are per day. Winter rates apply from November 1 until April 30 due to the cost of heating. Before using any church space, a Trustee or Trustee appointed representative will need to provide a short tour of the area including how to operate lights, fans, and relevant safety equipment (e.g., location of fire extinguishers and first aid kits.)

Concessions: Emmanuel has many gifted bakers and cooks. If members are available to do so, Emmanuel would be delighted to provide affordable concessions for your event. Please contact the church administrative assistant for more information.