

Building Use Application - South Congregational Church (SCC)

277 Main Street, Hartford, CT 06106 Ph: 860-249-8627 Fax: 860-293-0532 www.SouthChurchHartford.org

PLEASE PRINT

Application Date: _____ Approx. Event Attendance: # _____ Any wheelchair-bound attendees or other handicapped needs? Yes No

Organization Name: _____

Address: _____

Contact Person: _____ Phone: _____

Fax: _____ Email: _____

Day(s) & Date(s) Requested: _____

Set-Up Time: _____ Event Start Time: _____ End Time: _____

Room Requested:

Bryant Room (40 people max. at tables, 80 standing) - \$75; Other _____

Stanley Room (75 people max. at tables, 200 standing) - \$75 _____

Equipment Requested: TV/VCR w/DVD player \$15 Easel w/paper \$10

Screen/Overhead Projector \$15 Podium w/microphone \$20

Please fax completed Building Use Application to our Event Coordinator at 860-293-0532. After review of your application, if it is accepted, you will be contacted regarding room availability and cost.

I have read the Building Use Guidelines and agree to the terms and conditions: _____
(signature)

(The invoice below will be filled out by our Event Coordinator and returned to you upon approval of your application)

THIS SECTION FOR OFFICE USE ONLY:



CONFIRMATION/INVOICE

(This invoice will be returned to you upon approval of your application)

Room Fee: Bryant Room \$75.00 Stanley Room \$75.00 _____ Total Room Fees: \$ _____

Equipment: TV/VCR w/DVD player Easel w/paper Screen/Overhead Projector Podium w/mic Total Equip. Fees: \$ _____

Security Fee: \$75.00 (4-hour minimum) + _____ additional hours @ \$18.75 per hour = \$ _____ Total Security Fee: \$ _____

Total Building Use Fees for this event: \$ _____

Payment of this charge is due two weeks in advance of the event

Event Coordinator _____ Date Confirmed _____

=====
 Order Security Coverage for: Date: _____ hours: _____ by: _____

Building Use Guidelines ~ *Retain this copy for your information*

Thank you for choosing South Church for your upcoming event. The guidelines outlined below have been established to ensure the smooth operation of your event.

South Church reserves the right to cancel an event at any time for any reason.

Event Scheduling:

All events must be scheduled **two weeks minimum** in advance through the Event Coordinator. You need to complete the "Building Use Application". Once the application has been approved, the event will be confirmed on the calendar. In order to be fair to member groups within the church, non-member requests for space won't be permanently entered on the calendar more than two months (60 days) ahead of the event. The Church has priority for room use. Adjustments may be necessary due to unanticipated church events (i.e. funerals). We will try to accommodate your program as much as possible in these situations. Any exceptions to this policy must be approved by the church leadership.

Church Office Hours: Monday-Friday, 8:00 a.m. – 4:00 p.m.

Please Note: Hours are subject to change at the church's discretion.

Church Closings:

The church follows the Hartford Public School schedule for closings and delays in inclement weather. If the schools have delayed openings or are closed, the church will be delayed or closed as well. Tune to TV channel NBC 30, or WFSB, Channel 3 for South Church information. These stations will also post the information on their websites.

Parking: NO PARKING in FIRE LANES. Event participants are to use the parking lot **across the street from the church on John Street.** Handicap parking is available in the lot directly behind the church.

Rooms (for non-member groups):

All rooms are multi-purpose and we cannot guarantee the same room assignment for subsequent meetings or events. **You are responsible for set-up.** The payment requested of you is not a rental fee nor are we in the rental business. We are asking you to help defray part of our cost for the utilities, supplies, depreciation, and general administration connected with use of the building.

Kitchen (for non-member groups):

Outside groups may have food catered only and are not allowed to use the kitchen facilities.

Please dispose of all food remaining from your group prior to leaving the building.

Equipment: The staff of the church shall be responsible for the movement of all

church equipment when necessary, and shall see that it is in proper place for meetings. Arrangements for this service should be made on your Building Use Application. No church property may be removed from the building. All equipment brought into the church must be approved.

Security: Security Guard fees will be charged (in addition to the room fee) when an event takes place outside normal church office hours, Monday – Friday after 4:00 pm.

We are only open to your group at the reserved times. **The John Street doors are to be used to enter and exit the building for all events - no exceptions.**

NO ALCOHOLIC BEVERAGES OR OTHER DRUGS OR SMOKING ARE PERMITTED IN THE BUILDING.

ANIMALS ARE NOT ALLOWED IN THE BUILDING.

User groups may not use the name "South Congregational Church" in any publicity without prior permission. You may list our address, 277 Main Street, for directional information. You are requested to provide us with copies of any literature and posters/publicity materials. It must be clearly marked as to the sponsoring organization.

Capacities for rooms are established by the Fire Department. A fire lane must be kept clear. Violations of these rules are violations of city codes.

Due to liability reasons, you may be asked to present us with a copy of your insurance certificate.

In case of emergency, we need to be aware of any wheelchair-bound attendees or other handicapped needs of those attending your function. Please indicate such at the top of the Building Use Application - or if handicapped needs arise at the last minute, please let the office know that day.

Reasonable care of the building and equipment is expected. **Damage and/or breakage must be reported to the office and the church will expect to be compensated for any loss. No materials are to be taped to any walls or doors at any time for any reason.**

No youth or children's groups will be allowed to use the building unless there is adequate, full-time adult supervision. No children or youth are allowed to be in any of the rooms unattended. You must make your own childcare arrangements. We are not responsible for lost or stolen articles.

Cancellations must be made at least 24 hours prior to the scheduled event to avoid building use fees.

The contact person(s) should be certain that all participants are aware of and obey these rules. The behavior of each participant reflects on your entire group and affects your future use of the building. A copy of this agreement should be distributed to all people who might supervise this event.

Keys are not issued to any outside group.

