

CHURCH FACILITY USE FEES
North Madison Congregational Church
1271 Durham Road
Madison, CT 06413

Church Office Manager –Jackie Fix - Email: office@northmadisoncc.org - Phone: 203-421-3241, Fax: 203-421-0986

CHURCH FACILITY USE FEES

Facility Use Fees are payable directly to the NMCC Office. All fees, including Security Deposit, are required 1 week (7 days) in advance. There is no charge to Members of NMCC for personal use of Church facilities, other than a Security Deposit, where required. An NMCC Member must have been a covenanted member of NMCC for at least one year prior to the planned event. The Property Manager (or equivalent) is required to be on duty when any non-church member uses the Church facilities.*

UPPER LEVEL

Security Fee	\$250	Refundable
Sanctuary	\$250	Holds approximately 175 people
Fellowship Hall	\$150	Including use of Kitchen

LOWER LEVEL

Security Deposit	\$100	Refundable
Community Room	\$100	Holds approximately 50 people with tables and chairs/ Approximately 125 people with chairs only Including use of Kitchenette
All other Rooms	\$30/ea	Various sizes; capacities from 10 – 20 people
Coffee Urns	\$10	

PERSONNEL FEES For Weddings, Funeral and Memorial Services, and all other Ceremonies /Events, where Church personnel are required. Applicable to all (members and non-members). All fees required 1 week (7 days) in advance.

Minister – Rev. Dr. Heather Arcovitch \$300

Minister of Music/Organist – Linda Juliani: See Below

Only our Church Organist is permitted to play the organ. If our organist is unavailable to play, assistance will be provided to schedule a substitute. If you choose to have a different keyboardist play, our organist is still to receive the fees stated below.

Weddings: \$250 / Funerals: \$200 (plus soloist fees below, if applicable)

- Additional fee if it is necessary for organist to rehearse with a soloist or other musician - \$75
- There is a separate fee for a soloist (customarily \$125 and up); our organist will hire a soloist if requested. Fee to be arranged and check payable directly to soloist.

Property Manager (or equivalent) – TBD \$200

*For Receptions: additional \$25.00/hr., minimum of 2 hours, for Property Manager (or equivalent) for any reception following a service. The hours of service will include opening the building early, the time to setup for the event, and clean-up afterwards.

PLEASE NOTE:

- Church usage is contingent on following the “**Rules for Usage of Church Facilities**” provided on page 2.
- Fees for non-profit organizations are based on financial capacity and will be determined by the Property & Planning Committee on an individual basis.

RULES FOR USAGE OF CHURCH FACILITIES

North Madison Congregational Church
1271 Durham Road
Madison, CT 06413

It is the policy of the North Madison Congregational Church to encourage the use of its facilities both by Church affiliated organizations and by community groups which foster the spiritual, educational, cultural or recreational well-being of the area.

1. **REQUESTS** for use of Church facilities should be directed to the Church Property Manager (or equivalent) or the Church Office Manager. A signed “**Agreement for Use of Church Facilities**” form will be required. Church-sponsored activities take precedence over any other use of the Church facilities. A calendar of such activities is available from the Church Office Manager. All requests will be considered in order of receipt.
2. **CONFIRMATIONS** - Requests are not considered ‘confirmed’ until the “**Agreement for Use of Church Facilities**” form has been submitted by the User Group, accepted/signed by the Church and the Security Deposit has been paid where applicable.
3. **PROPERTY MANAGER (OR EQUIVALENT)** - The Church Property Manager (or equivalent) is required to be on duty for any non-Church member usage of Church facilities. (See “Church Facilities Use Fees”). The hours of service will include the time required for preparation for the event, clean-up afterwards, and unlocking/locking the building.
4. **PAYMENT** – Payment of Security Deposit and all other Usage/Personnel Fees are due one week (7days) in advance of the event (See “Church Facilities Use Fees”).
5. **EQUIPMENT USE** – Church equipment (TV, VCR, etc.) must be operated only by a qualified person. Use of the Church organ is permitted only with the approval of the Church Music Minister and any compensation arrangements are the responsibility of the User Group.
6. **DECORATIONS** – Decorations must be approved by the Property Manager (or equivalent). They must not present a fire hazard, must be attached by non-damaging masking tape only and must be removed promptly after the event.
7. **LATEX (balloons etc.) and PEANUT BUTTER** – Because of potential allergic situations, latex items and foods containing peanut butter are not permitted on Church property.
8. **NO ALCOHOL** on Church property.
9. **NO SMOKING** on Church property, except in designated areas outside the building.
10. **NO FOOD OR BEVERAGES allowed in the Sanctuary**
11. **CHURCH PROPERTY** – May not be removed from Church premises except through arrangements made with the Property Manager (or equivalent).
12. **DAMAGES** - Any damage or breakage must be reported to the Church Property Manager (or equivalent) immediately. In most cases the Church will repair the damage/breakage and bill the User Group. Damage or breakage may result in forfeiture of the Security Deposit.

OTHER POINTS TO CONSIDER:

- If a caterer will be employed, the caterer should contact the Property Manager (or equivalent) in advance.
- Table coverings are not included.
- Table/chair set-ups will be at the discretion of the Property Manager (or equivalent) unless other arrangements are made in advance with the Property Manager (or equivalent).
- **Attendees should remain in the agreed-upon designated areas and not wander into other areas of the Church.**

AGREEMENT FOR USE OF CHURCH FACILITIES

North Madison Congregational Church
1271 Durham Road Madison, CT 06413
Fax: (203) 421-0986

Church Office Manager – Jackie Fix - Email: office@northmadisoncc.org - Phone 203-421-3241

Date Submitted: _____

Name of User Group: _____ Contact Person: _____ Member: Yes No

Daytime Telephone: _____ Evening Telephone: _____ Email: _____

Dates of Event: _____ Time of Use: From: _____ To: _____

Security Deposit Received: (mm/dd/yyyy) _____

FACILITIES AND SERVICES REQUESTED: All fees payable 1 week (7 days) in advance. Separate checks are required for each request.

Requested Rooms: (Make Check Payable to NMCC)	Fees:	
<u>Upper Level:</u>		
Security Deposit (Refundable)	\$250 _____	Separate Check required
Sanctuary	\$250 _____	
Fellowship Hall (includes Kitchen)	\$150 _____	
<u>Lower Level:</u>		
Security Deposit (Refundable)	\$100 _____	Separate Check required
Community Room w/Kitchenette	\$100 _____	
Other Rooms (specify)	\$30 _____	

Requested Personnel: Wedding / Funeral / Memorial Services (Please make check payable to each individual):

Minister – Rev. Dr. Heather Arcovitch:	\$300 _____	
Minister of Music - Linda Juliani: Organist/pianist	Total: _____	(see fees below)
<i>Wedding \$250 / Funeral \$200/ Rehearsal with soloist \$75</i>		
Soloist (prices vary depending on soloist chosen)	TBD _____	
Property Manager (or equivalent) – TBD:	\$200 _____	

Additional \$25.00/hr., minimum of 2 hours, for Property Manager (or equivalent) for any reception following a service. The hours of service will include the time for preparation. Final fee will be determined at end of event with Property Manager (or equivalent).

Special Arrangements (equipment, special room set-ups, etc.) _____

The undersigned agrees to abide by the rules and procedures outlined in **“Rules for Usage of Church Facilities”** (page 2). If the Property Manager (or equivalent) is not present (pertaining to NMCC members) the “User” is responsible to check lights, ceiling and attic fans, etc. to be sure they are turned off and that the doors are locked. The space you use must be left exactly as you found it.

SIGNATURE FOR USER _____ Date _____

SIGNATURE FOR NMCC _____ Date _____