



West Gloucester Trinitarian Congregational Church UCC

Event Form

| Individual Responsible | | | |
|--|-------------|-------------------------|----------|
| Name: | | | |
| Address: | | | |
| City: | State: | ZIP Code: | |
| Phone: | | | |
| Event Information | | | |
| Event: Circle One Wedding Funeral Party Meeting Other | | | |
| If other explain | | | |
| Date: | Start Time: | End Time: | |
| Area Being Requested | Sanctuary | Fellowship Hall(Vestry) | Kitchen* |
| Terms of Use | | | |
| <ul style="list-style-type: none"> No alcohol is to be brought in or sold on church property Nothing shall be thrown (rice, confetti, bird seed, etc.) inside or outside the church. No adhesive tape, pins, tacks or nails should be used. Painter's tape is allowed. Cell phones should be silenced & no flash photography in the Sanctuary Doors must not be propped open unless loading or unloading. All furniture should be returned to original location Use of the Sanctuary is considered 'off limits' unless prior approval is given by the Deacons. If children are present there should be two (2) un-related adults in attendance It is responsibility of user to police area and supervise children Rental or use of church rooms does not include permission to use the Sunday school rooms or parlor. All trash shall be bagged, sealed and <u>removed from the premises.</u> Areas used shall be cleaned to original state. * If kitchen is to be used I understand that all proper safety procedures will be followed and the area will be cleaned before leaving. If stove or oven is to be used I will receive instructions on its use. Renter will be held responsible for any damages caused by misuse or neglect. | | | |
| The Church Will Not Be Rented To | | | |
| <ul style="list-style-type: none"> Any organization or group whose activity is in conflict with the mission or vision of the West Gloucester Trinitarian Congregational Church United Church of Christ may be prohibited Any 'for profit' group / organization holding a 'for profit' event excluding special circumstances as determined by the Council. | | | |
| Agreement | | | |
| I have read and agree to all of the above along with any fees that are associated with the event planned. | | | |
| Signature: | | | Date: |