

IMMANUEL CONGREGATIONAL CHURCH

10 WOODLAND STREET

HARTFORD, CT 06105

860-527-8121

APPLICATION FOR BUILDING USE

Organization _____ Contact _____

Contact's address: _____ City: _____ State: _____ Zip: _____

Phone _____ Fax _____ Email _____ Initial Contact Date _____

Date of event _____ Start _____ End _____ Space access time(s) _____

Nature of Activity _____ Number attending _____

Are additional dates required pertinent to this event? Y / N (circle) Certificate of Insurance attached? Y / N (circle)

Additional Dates & Times:

Date _____ Time _____ Date _____ Time _____

Date _____ Time _____ Date _____ Time _____

Table with 4 columns: ROOM REQUESTED, * FEES (1ST 2 HOURS), ADD HR RATE, and a dollar sign column. Rows include Parlor/Fellowship Hall, Sanctuary, Chapel, and Kitchen.

NOTE: From 11/1 through 3/31, there will be a \$50 heat surcharge for the Parlor/Fellowship Hall and Chapel; a \$75 heat surcharge for the Sanctuary.

Sub total: \$ _____

EQUIPMENT/SET-UP:

___ Tables # ___ Chairs ___ Microphone ___ Podium ___ Musical Instrument(s) _____
___ Easel/pad/markers ___ 65 inch Smart TV ___ DVD Player ___ Other _____

Please describe desired set-up: _____

SET-UP AND CLEAN-UP FEES:

- * All events of up to 125 people are subject to a \$75 set-up and clean-up fee per day.
* All events of 125+ people are subject to a \$150 set-up and clean-up fee per day.

SECURITY:

- * All building use on Saturday or Sunday and after 3:00PM Monday thru Friday requires security.
* An event with 125+ participants requires two (2) security personnel (S.P.).
* The fee for Security is \$25 per security person per hour/part. The security fee for your event is as follows:

Date _____ # of S.P. _____ Hours _____ @ \$25 per hour/part = \$ _____
Date _____ # of S.P. _____ Hours _____ @ \$25 per hour/part = \$ _____
Date _____ # of S.P. _____ Hours _____ @ \$25 per hour/part = \$ _____

Sub total: \$ _____

SOUND TECHNICIAN:

- * If the sound system is needed for an event in the Sanctuary, the use of our Sound Technician is required. The fee is \$125. Recording services are subject to an additional fee.

For Office use only:

FEE TOTALS: Security \$ _____
Set-up/Clean-up: \$ _____
Sound: \$ _____
Use of Space: \$ _____
TOTAL \$ _____

PLEASE SEE REVERSE SIDE
FOR PAYMENT DETAILS,
SIGNATURE LINE &
GENERAL POLICIES

PAYMENT POLICIES FOR THE USE OF IMMANUEL CONGREGATIONAL CHURCH SPACE

- **Payment in full is due one week prior to your event:**
 - **Security/Set-up/Clean up: Payable to Joseph Joiner**
 - **Sound: Payable to Bobby Hafner**
 - **Space: Payable to Immanuel Church**
- To receive a refund of 80% of the total due, your event must be cancelled at least 2 weeks in advance.

GENERAL POLICIES REGARDING THE USE OF IMMANUEL CONGREGATIONAL CHURCH SPACE

- If an event in the Sanctuary requires the use of the sound system, Immanuel's Sound Technician must be used.
- Permission must be granted for use of any of the church's musical instruments. Please contact Susan Fisher, administrator of the church.
- Some events with less than 125 people may require 2 or more security personnel. This may include such events as dinners and the use of multiple spaces.
- **A Certificate of Insurance from your insurance carrier must accompany this completed application for building use, or may be sent to us directly from your insurance company.**
- The facility has a no smoking, no alcohol and no weapons policy.
- For groups that include persons under 18 years of age, there must be 2 supervising adults 21 years or older from the user group in charge and present at all times.
- The facility must be left in an orderly condition. All accidents, injuries and damages must be reported immediately to the staff member on duty.
- Groups using the facility are responsible for its care and will be charged for damage to any property or furnishings.
- No food or beverage may be taken into the sanctuary, chapel or parlor.
- Tape, staples, thumbtacks or similar items are not permitted on walls, ceilings, doors or any wood surfaces within the building. Decorations, props, floral arrangements, live plants, etc. will be confined to the space reserved and are to be removed at the end of your event.
- Immanuel Church is not responsible for the loss or damage of personal items. User groups shall not hold the Church responsible in any way for temporary storage of equipment or supplies.

I'VE READ THE ABOVE POLICIES AND AGREE TO ABIDE BY THEM. _____

Signature of person representing organization

Office contact information: 860.527.8121 Office Administrator Susan Fisher immanuel06105@gmail.com

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