



Facility Use Policy

1. Use of the church building and/or grounds must be scheduled with the church office during posted office hours and approved by a member of the Administration Team.
2. This contract must be signed by the person responsible for supervision of the group using the church building and/or grounds and who will be held accountable for any damage and/or loss of property. The contract is non-transferable.
3. The church building and/or grounds are to be used only on the day(s) or date(s) specified below, in the room(s) designated, and for the purpose stated. Other areas of the church building and/or grounds are not to be used.
4. When necessary, an event may be canceled or rescheduled due to church events, such as funerals, weddings, special worship services, or other church-related activities. Every effort will be made to minimize any inconvenience, but church-related activities must be given first consideration for building use.
5. Any church furnishings (tables, chairs, etc.) moved during the applicant's use are to be returned to their original location. Removing furnishings from the building is prohibited. Supplies and equipment may not be left in the building, unless specific permission has been granted. Food should not be left in the refrigerator or kitchen.
6. Clean-up will be completed by the Church Sexton and he must be compensated separately from the church building and/or grounds usage fee. (See the attached current Fee Schedule.)
7. A Certificate of Insurance or copy of the declaration page of the applicant's insurance policy may be requested when deemed necessary by the Administration Team.
8. Fees cover the specific length of time of use as indicated below and fees must be paid at the time of scheduling (Item #1). In the event of cancellation, Cotuit Federated Church reserves the right to retain 50% of the total fees. No monies will be returned if applicant cancels an event fewer than 30 days prior to the event.
9. Smoking, alcoholic beverages, and drugs are prohibited anywhere within the Church Building. Alcoholic beverages and drugs are prohibited anywhere on Church Property. Smoking on Church Property is restricted to areas near an ashtray.
10. If no designated representative of Cotuit Federated Church is on-site during the event and the applicant has been assigned a church key due to frequent and regularly scheduled meetings, the applicant is responsible for turning off all lights, closing all windows, and locking doors when leaving.

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Due to COVID-19, additional restrictions and cleaning measures have been added to this policy. Please see attached ADDENDUM: Procedures for Congregational Use of CFC Property. This is currently in effect (October 8, 2020). Subject to change.

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Facility Use Contract

Date of Use: _____

Time: _____ **to** _____

Re-occurring: Day of Week: _____

Frequency: _____

Organization / Individual: _____

Event / Purpose: _____

Phone: _____ Home Office/Work Cell

Contact Person: _____

E-mail: _____

Address: _____

City/State: _____ ZIP Code: _____

FACILITY REQUEST:

Space(s) Requested: Sanctuary Bruce Hall Kitchen Kraft Room

Other: Explain: _____ No. of Persons: _____

Additional Requirements: _____

I have received, read, and agree to follow the policies.

Signature: _____

For Office Use ONLY:

Member of COTUIT FEDERATED CHURCH: YES NO **APPROVED** **DENIED**

Date Processed: _____ Office: _____

Admin. Team: Name: _____ Signed: _____

PAID: _____ Key Issued on: _____ Returned: _____

Comments/Instructions: _____

Special Instructions for Sexton