

# The Congregational Church of Plainville, United Church of Christ Facility Usage Form

**Name of Organization:** \_\_\_\_\_

**Date (s) of Usage:** \_\_\_\_\_

**Time (s):** \_\_\_\_\_ **To:** \_\_\_\_\_

**Requested Area:**(Circle) Sanctuary ~ Kelsey Hall ~ Library ~ Parlor ~ Music Room ~ Kitchen ~ 12 Step/Community Room

**Purpose:** \_\_\_\_\_

Please supply information for two responsible organizational members whom the church may contact if necessary

Name: _____
Address: _____
Phone: _____
Email: _____

Name: _____
Address: _____
Phone: _____
Email: _____

Signature of Trustee Chairperson (or designee): \_\_\_\_\_

Questions, issues or concerns may be addressed through the Church Secretary by phoning 860-747-1901.

**In the event of an *emergency*, please contact:**

Ken Hodge	Chairperson, Trustee Committee	860-817-3616 (cell)
Paul Marsan	Trustee	860-747-1851
Joanna Vastola	Congregational Moderator	860-585-7101

For usage consideration, this form **must be completed and received no later than the first Monday of the month** in which you wish to use the facility. If you choose to mail this form, please send to:

The Congregational Church of Plainville, UCC  
130 West Main Street  
Plainville Connecticut 06062

Do NOT assume the space you desire is available, unless you complete this form, and it has been approved.

**Suggested Donation**  
(will vary based on purpose, amount of time & size of group)

<b>Area Requested</b>	<b>Non – Profit Group</b>		<b>Church Member</b>	<b>Non – Church Member</b>	
	One time use	Recurring Use	No Charge/ Donation at Will	One time use	Recurring Use
<b>Main Sanctuary</b> Clean up must be done by our Sexton which will cost \$75, check payable to Church	\$100 + \$75 sexton fee	**	No Charge/ Donation at Will	\$450	**
<b>Kelsey Hall</b>	\$35	\$20 per use	No Charge/ Donation at Will	\$100/per hour Max \$500	\$75 per hour Max \$400
<b>Library</b>	\$30	\$20 per use	No Charge/ Donation at Will	\$100/per hour Max \$500	\$75 per hour Max \$400
<b>Parlor</b>	\$40	\$30 per use	No Charge/ Donation at Will	\$50/per hour Max \$300	\$45/per hour Max \$250
<b>*Kitchen</b> (Commercial Grade & Licensed)	\$50	\$45 per use	No Charge/ Donation at Will	**	**
<b>Music Room</b>	\$40	\$30 per use	No Charge/ Donation at Will	\$50/per hour Max \$300	\$45/per hour Max \$250
<b>12 Step/Community Room***</b>					

\*Actual cost will be determined after consultation with Church Secretary/Minister.

\*\* To be negotiated with Church officials through the Church Office.

\*\*\* We understand you are using your own resources, as are we, and would encourage you to consider making a monetary contribution, as you are able, towards offsetting the costs associated with making this space available to you.