

Received by: _____ Date: _____

Building & Property Usage Request Form

First Congregational Church
137 Algoma Boulevard
Oshkosh, WI 54901

The church Office Manager will receive all requests for building usage, calendaring, room coordination, and payments. The Building Supervisor, must approve ALL requests.

Additional approval may be required when:

- FCC owned musical instruments (piano, organ, etc.) to be used (Music Rep)
- Special arrangements required in classrooms (Teaching/Learning Coord.)
- Kitchen usage is part of the request (Kitchen Rep)

The Office Manager will notify approval (or denial) of each request, including all fees directly to the group or organization's responsible spokesperson.

Organization or Group Name: _____

Contact Person:

Name: _____

Address: _____

Email Address: _____

Phone Number: _____

Dates: _____

Building Use Time Required: Time IN _____ **Time OUT** _____

If Needed:

Event Start Time: _____

Event End Time: _____

Approximate number of people in your group: _____

Key Required: If a key is needed for entry to the church, a **Key Usage Agreement** must be signed upon receipt of key(s). A **\$25 refundable deposit** will be assessed when your group receives their key.

Key(s) must be returned to the office within 2 weeks of event. Key(s) not to be duplicated or passed on to another person.

Rooms Needed:

- | | |
|--|--|
| <input type="checkbox"/> Sanctuary (<i>See guidelines if musical instruments are required</i>) | <input type="checkbox"/> Kitchen (<i>See guidelines</i>) |
| <input type="checkbox"/> Lounge or Library | <input type="checkbox"/> Fellowship Hall |
| <input type="checkbox"/> Classroom(s) How Many? _____ | |

Custodial Services: *\$25/Hour* – If required by FCC, the custodian or the custodian's substitute will be present during set-up, during event, and for clean-up.

Special Set-Ups - Please provide schematic layouts with instructions for any set-up of chairs, tables, podiums, etc. **one week prior to your event.**

Audio/Visual Equipment:

- | | |
|---|---|
| <input type="checkbox"/> Portable Sound System | <input type="checkbox"/> TV/DVD |
| <input type="checkbox"/> Portable Projection Screen | <input type="checkbox"/> Lectern/Podium |

Weddings: See separate brochure for policies and fees.

General Usage Responsibilities

1. A custodian or custodian designee must be present when any member of your group is on the property.
2. Children must be supervised.
3. **USE ONLY THE DESIGNATED AREAS AND EQUIPMENT YOU REQUESTED.**
4. Storage of personal group items allowed on the premises must be cleared with the Building Supervisor.
5. If you are unable to leave the facilities by **10 p.m.**, please notify the Building Supervisor so security alarm settings can be adjusted.
6. **NO ALCOHOLIC BEVERAGES or SMOKING** are allowed in the building or on the premises of FCC
7. Nursery: Babysitter must be obtained by your group. Nursery must be left in the condition it is found. Users must follow the Safe Church Policy. (*See guidelines*)
8. An information guide and checklist for appropriate rooms will be provided to each group.
9. If the Sandwich Board with the Announcement of your event is placed outside the entrance you are responsible for returning it at the end of your event.
10. All organizations, businesses, and for-profit individuals are required to provide an insurance certificate naming the First Congregational Church in Oshkosh, Inc. as an additional insured. Insurance policy shall provide no less than \$1,000,000 liability coverage.
11. Users must follow the FCC Signage Policy (*See guidelines*)
12. Activities sponsored by the church take precedence over any outside group who may be using the space needed.

Agreement

The UNDERSIGNED agrees to exercise due care in the preservation of the premises and to prevent loitering and presence of unauthorized person during all usage periods. The undersigned also agrees to put all things back in the same order and condition as they were prior to use of the premises. Any Assessment of damage shall be made by the Building Coordinator and Program Representatives as to the extent and amount of damage shall be binding and final. The Undersigned shall be liable for such damages.

All parties shall indemnify and hold harmless First Congregational Church, its members, agents, officers and employees from any and all damage, or loss, or liability of any kind whatsoever occasioned upon and/or within the premises (as described in the agreement or as permitted for use by oral or other agreement), or ways or walks or ramps, by reason of any bodily injury to or death of any person or by reason of any injury to property of third persons occasioned by any act or omission, neglect or wrongdoing of the user or any of his/her, and/or its officers, agents, representations, assigns, guests, employees, invites, or other persons admitted to the premises, and the he/shall will, at his/her, and/or its own cost and expense, defend and protect First Congregation Church, its members, agents, officers and employees against any and all such claims or demands.

I have read all of the above responsibilities and understand them:

(Responsible Party Signature/Date)

OFFICE USE ONLY

Building Supervisor Approval: _____ **Date:** _____

Others if Applicable:

Music Rep: _____ **Date:** _____

Director of Children & Youth: _____ **Date:** _____

Kitchen Rep _____ **Date:** _____

	Sanctuary	Library or Lounge	Classroom	Kitchen	Fellowship Hall
FCC Member/Friend	Donation	Donation	Donation	Donation	Donation
Organization Affiliates of UCC	Donation	Donation	Donation	Donation	Donation
Benevolence Supported	*Donation	*Donation	*Donation	*Donation	*Donation
For Profit - 25 or less	\$25	\$25	\$15	\$100	\$50
For Profit - 26 +	\$100	\$25	\$15	\$100	\$50
503 Not-for-Profit - 25 or less	\$25	\$10	Donation	\$50	\$25
503 Not-for-Profit -26 +	\$50	\$10	Donation	\$50	\$25

All prices are per event (includes rehearsals & set-up times)

* In-Kind gift by benevolence to the organization

Usage Fee Rooms: _____

Custodial Fee: _____

Total Usage Fee: _____

Payment Received By: _____ **Date:** _____

Amount: _____

Key Issued To: _____ **Date:** _____

Key #: _____

Date Key Returned: _____

Received By: _____

(If one of the signers refuses approval, the requesting group may contest the decision and ask the Moderator to adjudicate the decision.)

Usage Denied By: _____ **Date:** _____

Reason: _____
