

# First Congregational Church Building Use Agreement

## RULES AND REGULATIONS

1. **EMERGENCY SCHEDULING CONFLICTS** - The church reserves the right to cancel a group's space use or to move a group activity/program to another room if it becomes necessary to accommodate church activities. The church will make every effort to give a group advance notice if a change in arrangements becomes necessary.
2. **CHURCH PROPERTY** - Church property will not be loaned, borrowed, or removed from church premises without prior permission from church staff. Church property such as chairs, tables, tablecloths, etc. may be used when using the facility under the rules herein. Coffee urns and water/juice dispensers can be supplied upon request. Any other church equipment or supplies (kitchen wares, audio/visual, etc.) should not be used unless prior arrangements have been made with church staff or members. An additional fee may be charged for set-up and removal.
3. **FACILITY CARE** - Members of a group are welcome in any space or facility the church has agreed may be used for the event or program. Members shall not enter other areas of the church or use or rearrange any church equipment or property not designated for its group event. The church area used by your group must be left clean and orderly with church furniture and property returned to its designated place. A group may rearrange furniture to accommodate its meeting or event, but all furniture must be returned to its original location before the group leaves the church. All trash must be disposed of, windows closed and locked, and air conditioners and lights turned off. Trash receptacle liners are stored in a base cabinet at the north end of the counter below the large kitchen pass-through window. Full trash bags should be placed in the trash dumpster on the north west corner of the church's property along Vassar. Bathrooms should be inspected for signs of overuse or misuse. Brooms and mops are located in the men's east restroom (behind curtain) to help with clean-up of large messes or spills. Failure to comply may result in forfeiture of the cleaning deposit.
4. **CLEANING DEPOSIT** - A cleaning deposit of \$75 is required. The deposit will be refunded or applied to the space use fee, assuming the group has left the space clean and organized as found.
5. **KITCHEN RULES** - Kitchen use must be specifically requested and authorized prior to your event. It must also be left clean and orderly after use. Garbage and trash must be bagged and disposed of in the dumpster location. Church supplies are not to be used except by church sponsored activities.
6. **FOOD AND DRINK** - Food and drink should be limited to designated areas. No food or drink is allowed in the Sanctuary or the Chapel. Anyone using the church property is responsible for cleaning after each use -- both inside and outside Food and drink are permitted only in the kitchen, Fellowship Hall, and the parlor.
7. **CANDLES** - No lighted, open flame candles of any kind are permitted in the church building, unless the group makes a special request on the space covenant form. The sanctuary and chapel are the only areas that can be approved for lighted, open flame candles.
8. **PIANO AND ORGAN USE** - Permission to use the piano, organ, hand bells, or other church owned instruments must be granted by the Director of Music. Piano and/or organ should not be moved except by permission from the Director of Music and may require the assistance of professional movers. If

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professional movers are required, the requesting group must pay for moving and for tuning the piano after repositioning.

9. **NO SMOKING AND NO ALCOHOL USE ALLOWED** - No alcohol or illegal drugs are permitted anywhere on church property. As required by New Mexico state law, all buildings and grounds of First Congregational UCC are smoke-free. For those who wish to smoke while attending a group event, the designated outdoor smoking area is the park bench on Girard Avenue across from the east-side entrance.
10. **BUILDING USE** - All groups agree that they will ensure that all event participants leave the building after the event. All group members must leave the building by 10 p.m.
11. **BUILDING SECURITY** - The church must remain locked at all times for the safety of group participants and for the general security of the church. Group members are not to unlock the doors or prop them open unattended. A group member should be stationed by the door to admit participants. Group members shall be instructed to use the doorbell if they arrive and the door is unattended. Individuals who arrive at the church requesting entrance, but who are not a member of the group shall be challenged to ensure their entry is for some other scheduled church event. The church posts a calendar of meeting events near the east entrance that can be used to verify scheduled church events.
12. **BUILDING ACCESS** - A keypad code shall be issued to the responsible representative(s) of each group to enable access to the church building. The responsible group representative(s) shall not share the access code for keypad access to the church building with other group members. Failure to comply with this requirement may result in immediate termination of the group's building use.
13. **RESERVATION TIME** - The reserved room/space may not be used before or after the approved timeslot – even if there are no other reservations before or after your reserved time. Only reserved rooms may be used the day of reservation. Final clean-up for events must be completed by 9 pm. If a group cancels an event for any reason, it must give 24 hour notice to the church office or forfeit activity fee. Depending on the nature and magnitude of the event for which First Congregational UCC's space is used, First Congregational UCC reserves the right to request a certificate of insurance evidencing Commercial General Liability coverage, Loss or Damage to Property of Others coverage, and/or any other coverages it deems appropriate and designating First Congregational UCC as additional insured and or loss payee
14. **INSURANCE** - Depending on the nature and magnitude of the event for which First Congregational UCC's space is used, First Congregational UCC reserves the right to request a certificate of insurance evidencing Commercial General Liability coverage, Loss or Damage to Property of Others coverage, and/or any other coverages it deems appropriate and designating First Congregational UCC as additional insured and or loss payee.

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Name of Organization/Group \_\_\_\_\_ Nonprofit Y N

Briefly, what is the mission or purpose of your group?

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Contact Name: \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail Address \_\_\_\_\_

For one-time use: Date requested \_\_\_\_\_

Time (including set-up and clean-up) From \_\_\_\_\_ To \_\_\_\_\_

For multiple or on-going use, please detail: Weekly \_\_\_\_\_ Monthly \_\_\_\_\_

Days of Week: \_\_\_\_\_ Time(s) From \_\_\_\_\_ To \_\_\_\_\_

Starting Date \_\_\_\_\_ Ending Date \_\_\_\_\_

Room(s) Assigned \_\_\_\_\_

Cleaning deposit (\$75) paid: Date \_\_\_\_\_

Special Requests / Instructions \_\_\_\_\_

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By signing below, we acknowledge that we have read and understand the space use policies/practices of First Congregational United Church of Christ (UCC), Albuquerque, New Mexico.

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Building Use Agreement

- We shall abide by the policies/practices included with this agreement. We understand that continued or future use of First Congregational UCC's space may be denied if we fail to comply with the policies/practices.
- We agree to hold harmless First Congregational UCC, its members, visitors, staff, volunteers, committees, leadership, and clergy for any and all loss, injury, or damages incurred by any persons, or their property, while participating in this event, meeting, or program.
- We accept responsibility for any losses or damage to church property, facilities, or equipment that occurs due to our group's use of the church, and we agree to leave the space used clean and organized.
- We agree to comply with First Congregational UCC's commitment to equal opportunities for all, and we agree to maintain an environment free from discrimination and harassment.

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Name of Responsible Group Representative

Title

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Signature of Responsible Group Representative

Date

Approved by:

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Name of Church Representative

Title

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Signature of Church Representative

Date