

Call the Church Office to discuss rental possibilities before submitting this form.

Trinitarian Congregational Church 54 Walden Street, Concord 01742
978-369-4837 FAX 978-287-0406

Application for Use of Facilities

In keeping with the spirit of Christian service, as our schedule permits, we seek to be accommodating to groups, organizations and individuals who are dedicated to serving human and community needs.

Date and Time of Event _____

Type of Event _____

Name of Organization _____

Applicant or Contact Person _____

Address _____

Home Phone _____ Daytime Phone _____

Email: _____ Cell Phone _____

Space Requested _____

Expected Attendance _____ Will you need a piano? _____

Equipment or Set-up needed? _____

Will this event be open to the public? _____ advertised? _____

If advertised, please describe (e.g. Newspapers, posters, etc.)

I have read and agree to abide by the Regulations for Church Use attached to this form and to be responsible for the facilities used.

Signature _____ Date _____

Regulations for Church Use

The facilities may not be used for partisan political activities, gambling, raffles or other type of gaming.

Explicit permission is required for any outside advertising of events or activities to be held at the church.

No alcoholic beverages are to be served, without the express consent of the Church Business Manager. Beer and wine may be permitted under certain circumstances provided a licensed bar tender is used and insurance certificates are issued naming the church as an additional insured on the organization or individual's policy.

For all events open to the public, the Sexton must be present and the user is responsible for paying the fee (\$25 per hour).

Smoking is not permitted on the church property.

Church pianos and the organ are tuned twice yearly. Any additional tuning will be at the user's expense and must be done by the church's regular tuners.

If a user needs to move the piano into the sanctuary, special arrangements must be made ahead of time with the church office.

Arrangements for rehearsal time must be made through the church office. Practice time should occur during regular church office hours, which are 9:00 am to 5:00 pm, Monday through Friday. In special circumstances, rehearsals during evening or weekend hours may be possible.

Groups are responsible for cleanup, unless the Sexton is present. It is expected that all furniture will be left in or returned to its original arrangement. Any cost to the Church for additional cleanup or for breakage or damage will be charged to the user.

Upon leaving, all lights are to be turned off, all thermostats turned down, and all doors and windows locked.

During regular church office hours, there is no parking available in the church parking lot other than in the authorized handicap spaces. For evening and weekend use, parking in the church lot and in the authorized handicap spaces is permitted by special arrangement.

The handicap spaces are for use by those with registered handicap plates or placard.

No parking is allowed on the church lawn or in the church driveway.

The fire lanes must be kept clear for emergency vehicle access at all times.

Guidelines for Personal Conduct

Our goal is to set a standard of conduct that is communicated to all those affiliated with the church as well as those who use our facility. First and foremost, we must remember that no rule or policy is a substitute for good judgment. It is also important to bear in mind that these guidelines are intended for safety, not constraint.

1. Always have two adults present for activities involving children or youth.
2. Adults working with children or youth should avoid being in compromising situations by staying in open public areas and keeping doors open..
3. Any inappropriate conduct or relationship between an adult and a child or youth on the church property or during a church sponsored event shall be promptly reported to the Senior Minister, Associate Minister and/or the Moderator.