

UCC SECOND CONGREGATIONAL

487 Western Ave. (PO Box 814) Westfield, MA 01086

(413) 568-7887

Office@secondchurchwestfield.org

www.secondchurchwestfield.org

SINGLE USE FEE SCHEDULE

For Non-Church Members

AS OF 7/15/2022

Church Sanctuary	\$ 250.00
Founder's Room & Kitchen	\$ 250.00
Founder's Room	\$ 125.00
Kitchen	\$ 125.00
Sanctuary and Founders Room	\$ 300.00
Sanctuary, Founders Room and Kitchen	\$ 350.00
Classrooms	\$ 50.00
Head Usher open and closing fee - if needed.	\$ 50.00

Fees for continuing or periodic rentals shall be set by the Finance Trustee in consultation with the Outreach Trustee and the Pastor.

Church members will receive a 50% discount of the fees listed above for their personal use.

The United Church of Christ, Second Congregational, in Westfield, Massachusetts
487 Western Ave. – P.O. Box 814 – Westfield, MA 01086

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BUILDING AND FACILITY USE APPLICATION

PART I: FILLED IN BY APPLICANT

Date of Application: _____ Date of Use: _____

Space requested: _____

Type of Event: _____ Number of guests: _____

Number of parking spaces requested: _____

Time: Beginning _____ Ending: _____

Name of Applicant: _____
(Name of the organization or individual that wishes to use the space)

Mailing Address: _____

Telephone Number and email: _____

Name of Designated Event Leader*: _____

Telephone Number and email: _____

Cell Phone: _____

Signature of Applicant or Authorized Agent

*Designated event leader is primary contact person concerning the event and is expected to be onsite during event. If designated event leader cannot attend the event, advance notice of the name of the person in charge at the event is required. By submitting this Application, Applicant agrees to all terms and conditions specified in the Building License Agreement – Terms and Conditions.

PART II: FILLED IN BY CHURCH – not binding until approved by Church.

Reservation Taken By: _____ Fees: Room _____

Key Deposit: _____ Custodial _____

Key Deposit Paid : _____ ½ Total Fees Paid*: _____

(date)

(date)

APPLICATION APPROVED: _____

(date)

*Balance of fees due 7 days prior to date of use.

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BUILDING AND FACILITY LICENSE AGREEMENT

The United Church of Christ, Second Congregational, in Westfield, Massachusetts (hereinafter “Licensor” or “Second Church”) hereby agrees to allow:

(Name)

(Address)

(hereinafter “Licensee”) to use certain of the premises belonging to Second Church and located at 487 Western Avenue, Westfield, MA, specifically:

for the period of time from _____ to and including _____.

In return for the permission granted by Licensor, Licensee shall make a fee donation of \$ _____ with one half payable upon signing this agreement and one half payable no less than seven days before the use first begins. Licensee agrees that the use of the licensed premises is subject to compliance with the Building License Agreement Terms and Conditions as attached hereto.

This agreement is not in force and effect until all necessary signatures have been affixed hereto, the required deposit paid and the original returned to the church office.

Second Church
Licensor

Print Name of Licensee

By: _____
Signature

By: _____
Signature

Title

Title (if any)

Date

Date

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BUILDING LICENSE AGREEMENT – TERMS AND CONDITIONS

1. Those who desire to use the building and/or grounds at The United Church of Christ, Second Congregational, in Westfield, Massachusetts (“Second Church”) must apply initially in writing using the BUILDING AND FACILITY USE APPLICATION (hereinafter “Application”) available from the Church Office. By filling out and submitting the Application the applicant certifies to the Church that all information provided by the Applicant is accurate and the Applicant agrees to all terms and conditions as specified in the Application and as set forth in this document. Applicant understands that the Church may refuse to approve the use of its building and facilities for any reason or no reason. If approved, the Applicant assumes the status of a Licensee and the Church is the Licensor.
2. License agreements are for a set date or term as specified in the Application and are renewable in the sole discretion of the Licensor. All renewals are subject to the terms and conditions as set forth herein. The church may cancel the license at any time and licensee’s sole recourse is the return of unearned donation fees previously paid.
3. License fees are based upon the current fee schedule. That fee schedule may be changed by Licensor in its sole discretion at any time.
4. If a Licensee requires a key to the building, only one key will be provided and it must be kept in the possession of the Licensee’s designated Event Leader. The key must not be duplicated. The key must be returned to the Pastor or to the Church Office within 48 hours after the conclusion of the event. The key deposit will be returned promptly upon receipt of the key. Should an interior room key also be required, these same rules apply.
5. Use of the building and grounds is non-exclusive. Use is limited to the agreed upon location. Use of the rest rooms, stairways and hallways is allowed when use of the building is permitted. Kitchen use is limited to preparing coffee and/or tea and for clean-up unless a fee is paid for kitchen use.
6. Licensee shall use the premises in a dignified and lawful manner in accordance with such reasonable rules of conduct as the Licensor may impose. In this regard, in no event shall Licensee permit any lewd, obscene or disorderly conduct on the premises. There is NO SMOKING in the building and the consumption of alcoholic beverages is not permitted. No child (a person under 18 years of age) shall be permitted to be alone in the church building. No adult should be alone in the church building with a child not related to him or to her. Occupancy of the premises shall not exceed the limits imposed by such fire, building or other codes as apply to the premises.
7. Licensee shall not permit those on the premises pursuant to this license to injure, deface or otherwise harm the building, its furnishings or the adjoining grounds; nor commit any nuisance or emit objectionable levels of noise, vibration or odors. Should the room or rooms subject to this license be furnished, Licensee may make reasonable use of the furnishings and

equipment (“items”) but shall, upon leaving the building, restore all items to the place first found. Licensee shall, within seven days of written demand, pay to Licensor the replacement value of such items destroyed by Licensee or by persons on the premises pursuant to Licensee’s use of the premises, or pay the actual cost of repairs to the building, the items or the grounds as Licensor may incur by virtue of Licensee’s misuse of the premises or the failure to properly supervise those on the premises pursuant to this license.

8. All furnishings, equipment, effects and property of every kind belonging to Licensee, and to all persons on the premises pursuant to Licensee’s use of the premises, that may be in the building or on the grounds adjoining the building shall be at the sole risk and hazard of Licensee, and if the whole or any part thereof shall be destroyed, damaged or stolen, no part of the loss shall be the responsibility of Licensor.
9. Licensee shall pay, protect, indemnify, and save harmless, to the extent permitted by law, Licensor and Licensor’s officers, members and employees from and against any and all claims, demands, liabilities, losses, damages, costs and expenses, including reasonable attorneys fees, arising from (a) injury to or death of any person, or damage to or loss of any property, occurring in the building, or on the grounds adjoining the building, connected with or related to the use of the premises by Licensee, unless such injury, death or damage is caused solely by the negligence of Licensor or by an officer, member or employee of Licensor; or (b) violation of any law, ordinance, regulation or order of a public authority concerning, or related to, the use of the premises by Licensee.
10. The permission granted by Licensor to Licensee for the use of the premises by Licensee is not transferrable. In the event that Licensee elects to cancel the use of the premises, Licensor shall refund to Licensee all funds paid, less a cancellation fee of Twenty Dollars, provided notice of cancellation is received at the Church Office no less than 48 hours prior to the scheduled start of the event and any key previously provided is returned.
11. Primary Church Contact: Shannon Rempp, Administrative Assistant 413 568-7557
General Information: Rev. Barbara Hesse 860 716-7346
Emergency Contact: Jay Ducharme 413 388 1063
Alternate Emergency Contact: Peter Martin 413 977 9104

I have reviewed a copy of the foregoing terms and conditions and agree, on behalf of myself and, if different, of the Licensee on whose behalf I am acting, to be bound thereby.

Signature

USE OF FACILITIES FOR OUTSIDE ORGANIZATIONS/ STATEMENT OF COMPLIANCE

I acknowledge that as an authorized representative of _____

and on behalf of the Organization, I have read and understand the Second Church "Policies and Procedures for a Safe Church" and that the Organization agrees to comply with them. Failure to follow the policies may result in the termination of the right of the Organization to use Second Church facilities.

To indicate the Organization's understanding of its responsibilities as a guest at Second Church, I have initialed each of the following paragraphs, signed this document, and will return it to the church office.

1. _____ When the activity of the Organization has ended, and if we are the last people in the Church, we will make sure that the lights are out, and the doors are locked before leaving.
2. _____ We understand that the Organization is required to report to the Minister, Administrative Assistant or Safe Church Team immediately and file an Incident/Accident Report (Form A-1) within 24 hours, for any incidents, accidents, or unusual occurrences.
3. _____ We understand that no adult is to be alone in any room or secluded area on Second Church property at any time with an unrelated individual under the age of 18.
4. _____ We have read and understand the following regulations regarding the use of Second Church property:
 - Use only those rooms designated for rental in the contract.
 - No alcoholic beverages may be served or consumed in any part of the building.
 - Smoking/vaping is prohibited on any part of the church property.
 - Kitchen appliances may not be used unless approved in advance with the church office.

Second Church reserves the right to modify these regulations in special circumstances or to cancel these regulations at any time if the spirit of this agreement is being violated.

Organization name

Date

Authorized Signature

Print Name

A copy of this document will be kept on file by the Administrative Assistant.