

BROOKSIDE Congregational Church



AGREEMENT REGARDING FACILITIES USE

Date of Application _____

Please, realize that this application must be totally complete and signed at the time of submission to the Church or it will be automatically denied. All information needs be accurate and true. We will not book our facilities for groups expecting over 150 guests in attendance. Facility use is limited to the information provided below, must be a Monday – Thursday with times that include set-up, meeting, clean-up and ALL members, associates, and vendors exiting POSITIVELY no later than 9:00 p.m.

Date(s) of Event _____ One Time Event? Yes No

Ongoing Event? Yes No * Setup Start Time: _____ Event Start Time: _____

Event End Time: _____ Clean-up End Time: _____

Event Name (for public facility calendar) _____

Room requested _____ Number of Guests _____

True Name of Organization Using the facility _____

Event Type (e.g. dinner/reception/meeting/service) _____

Type and purpose of Organization _____

Address (including city, state and zip) _____

Contact #1: _____ Tele: _____ Email Address: _____

Contact #2: _____ Tele: _____ Email Address: _____

This organization is not-for-profit: Yes No; a government agency: Yes No

Will an admission fee be charged at the event listed above: Yes No If yes, how much and for what purpose will proceeds be used? _____

Will food be served? Yes No ; Caterer Name: _____

Will Manning House kitchen be used? Yes No Will Fellowship Hall kitchen be used? Yes No

Do you wish the Church to supply any of the following? If so, please indicate your needs:

Table(s) (include QTY): ___ Card(MH); ___ Long 8'x3'(Hall only); ___ Short 6'x3'(classrooms only);

___ Microphone (Sanctuary & Fellowship Hall only); ___ VCR & TV; ___ Overhead/Screen

___ projector (Sexton/Church Sponsored Events); ___ Podium; Other _____

Elevator Access Needed: Yes No

* Refer to Rules Governing Use of Facilities

Describe any features to the event (e.g. music of any kind, entertainment, rented equipment from elsewhere and bringing in, etc.)

Any other special needs or facts of the group

PLEASE, READ THE FOLLOWING WITH CARE PRIOR TO SIGNING.

By signing below I realize I am signing for the Organization listed and that of all its members, associates, and/or vendors hired by us for this event, whether directly or indirectly, and that we are all in agreement with all of the following:

- we realize that this application must be totally complete and signed prior to submission;
- we have been given, read, understand and will abide by the Church guidelines as outlined in the "Rules Governing Use of Facilities";
- the Church will have in hand an "Insurance Certificate of Liability";
- we will immediately notify the Church of any change to the information contained on this "Agreement Regarding Facilities Use" form, most especially, but not limited to, an event's cancellation;
- if, at any time, the information on this form is found to be inaccurate and/or untrue, facility use may be revoked as the Church reserves its right to refuse access for purposes or times deemed inappropriate.

CONTRIBUTION FOR FACILITIES USAGE BY OCCASIONAL GROUPS:

Amount due: \$ _____ for one time meeting

CONTRIBUTION FOR FACILITIES USAGE BY ON-GOING GROUPS:

Amount due: \$ _____ per meeting, times four equals \$____; times five equals \$____
On-going groups may make monthly payments on the 1st of each month for that month

Certificate of Insurance Expiration Date: _____

User's Signature

Date

Brookside Congregational Church Representative

Date Approved

Function room(s) assigned _____

BROOKSIDE

Congregational Church



RULES GOVERNING USE OF FACILITIES

I. SCHEDULING

- A.** Upon receipt of a request for a use of church facilities to which these guidelines apply, it will be reviewed by a representative of the Board of Trustees. The applicant will be furnished with a copy of these guidelines and an “Agreement Regarding Facilities Use.” To insure availability, scheduling should be done at least two (2) months prior to the event/function to be held. Non-church groups may request space for a Monday – Thursday time slot only and plan to exit the building no later than 9:00 p.m. See Section X, “Facility Guest Limits” regarding attendance limitations.
- B.** Any and all facility use requests will automatically be denied if the church office does not receive a totally complete and signed “Agreement Regarding Facilities Use” form. Scheduling will occur after review of the “Agreement Regarding Facilities Use” form by Facility Committee of the Trustees. The Church reserves the right to approve any and all uses of the Church facilities. The Church may refuse access for purposes and/or times not deemed appropriate for the Church. The Church and/or its designee reserve the right to visit any meeting/function. If any information contained on the “Agreement Regarding Facilities Use” form is found, at any time, to not be accurate and/or true, use of any and all Church facilities may be denied.
- C.** Upon completing and signing an “Agreement Regarding Facilities Use” a group, all its members, associates, and/or vendors hired by them for an event, whether directly or indirectly agree to abide by all the “Rules Governing Use of Facilities” and to abide by the information provided to the Church on the “Agreement Regarding Facilities Use”. The group also becomes responsible for paying all monies associated with that group, all its members, associates, and/or vendors use of the facilities (e.g. facility contributions, cleaning, damage, or replacement costs, etc.)
- D.** It is the responsibility of the group, all its members, associates, and/or vendors using the facility to abide by city regulations which may require special licensing /notification to appropriate city officials.
- E.** The start and finish times indicated on the “Agreement Regarding Facilities Use” must be accurate and shall include all time the group, any of your members, associates and/or vendors need for setting-up, decorating, food preparation, meeting, cleaning-up and shall never extend past an exit of 9:00 p.m. by all members, associates, and/or vendors.

- F. If any details you provided on the “Agreement Regarding Facilities Use” change, the church office must be notified immediately. This especially relates, but is not limited, to the cancellation of the event for which a request is being made. It is the responsibility of the requesting group to notify all its members, associates, and/or vendors of last minute changes or cancellations.

II. CONTRIBUTION COSTS

- A. Refer to the contribution guidelines for facility usage. The contribution guidelines shall apply to all use of church facilities except those used by church groups.
- B. A non-refundable deposit of one-half ($\frac{1}{2}$) of the total fee is due at the time of scheduling the use of the facility and should be paid at the time the completed “Agreement Regarding Facilities Use” is submitted to the church office.
- C. The balance of donation for the use of facility is positively due in full one (1) week prior to the date of an event to be held. If the balance of payment is not received at that time, use may be denied.
- D. Exceptions from the donation guidelines for use by non-church groups may be made only with the written authorization of the Senior Pastor and/or Facilities/Maintenance Committee Member of Trustees. On-going groups may pay on a monthly basis on the first of each month for that month.

III. INSURANCE

- A. The church requires that groups utilizing the facilities furnish a “Certificate of Insurance” which must be on file in the Church office one (1) week prior to the date for which facilities use is being requested. On-going groups must have a certificate of insurance on file in the Church office continuously.
- B. All groups, its members, associates, and/or vendors using church facilities agree to defend, indemnify and hold harmless the church for any liabilities, damage, claims or cost arising out of or related to its use or occupancy of the premises.

IV. SECURITY

- A. If you have been given a key to secure building, you are responsible for doing so.
- B. All groups, its members, associates, and/or vendors are not permitted to request building access through exterior intercoms as they are interfering with tenant events and/or operations.

V. PARKING AND ACCESS

- A. Parking is provided only in lined spaces in the parking lot proper. Handicapped spaces are marked at the Elm St. end of the lot and in an inlet half ($\frac{1}{2}$) way up the length of the lot. Parking in non-lined off spaces will result in cars being towed at owners’ expense. There should be no cars parked in the circle in front of the Manning House, except in the designated Handicap Accessible space.
- B. Handicapped access is via the covered ramp at the head of the parking inlet. Levels other than the main floor of the facility are accessible via a key operated elevator installed near the pastor’s office. Should the elevator be needed by any member, associate, and/or vendor of a group such use should be noted as a special need on the “Agreement Regarding Facilities Use”.
- C. Monday through Friday, all groups, its members, associates, and/or vendors may park on Elm or Clarke Streets.

VI. OPEN FLAME AND SMOKING

- A. The use of candles, incense or other open flames is prohibited on Brookside's property and buildings. Battery powered LED "candles" are recommended because candles, incenses and open flames create a fire/safety hazard for people and property.
- EXCEPTION ONE: To obtain permission to utilize candles or incenses in observance of religious purposes, a request must be put in writing. In the request, a photo of the candles, holders, or any affiliated structures holding open flame(s) must be included. Additionally, all materials utilized must be listed and must follow local fire/safety requirements.
 - EXCEPTION TWO: To obtain permission to utilize open flames indoor/outdoor by a Caterer or Vendor for use a solid alcohol (Sterno) fueled open flame must be put in writing 4 weeks prior to the event and may incur additional fees. In the request, include the caterer information, details of usage, manufacturer information on fuel cans, and contact information of two people monitoring open flames during the event.
 - EXCEPTION THREE: To obtain permission to utilize open flames indoor/outdoor for birthday candles, a request must be put in writing 2 business days prior to the event.
- B. This entire building has been designated a "NO SMOKING" facility. Smoking is not allowed anywhere within the building including, ALL hallways, bathrooms, kitchens, and boiler rooms. Smoking is not allowed within an exterior perimeter of fifteen (15) feet of all entryways and windows, even if closed.

VII. ALCOHOL AND/OR FOOD

- A. Alcoholic beverages may NOT be served or consumed anywhere on the premises, interior or exterior.
- B. Food/set-up/eating, is restricted to Fellowship Hall, dining room, kitchen and sun room of Manning House.

VIII. SET-UP, DECORATIONS AND CLEAN-UP

- A. The group, all its members, associates, and/or vendors are responsible for accurately including time for set-up, decorating, meeting, clean-up and exiting the building by 9:00 p.m. on the application. Appropriate space for an event should be chosen thus preventing the moving or removal of basic furnishings.
- C. All set-up and clean-up for event/function of groups will be done by the group's members, associates, and/or vendors. The function room must be as clean or cleaner upon a group's exit as upon their entrance. Anything brought in by and/or belonging to the group, its members, associates, and/or vendors should be removed at the time of their exit from the facility. All tables and chairs must be put back to their original location by the group. Complete the "Leave No Trace" form during clean-up and leave the completed form in the church staff mail box.
- C. The Fellowship Hall kitchen is regularly inspected by the State of New Hampshire's Health Department. In order for proper health standards to be maintained, all groups using the facility need to:
- Not leave opened containers of food on the counters or stored in the cabinets, refrigerator, ovens, or freezer. **All** unused, containers of food must be removed from the building upon your exit;
 - Not leave cleaning material containers on any kind on the counters, shelving or stored in cabinets;
 - Do not use the prep sinks in any way other than as labeled, no food, coffee/tea grounds, etc. (garbage disposals are NOT attached to these sinks);
 - Do not fill the trash cans lined with trash bags more than ½ full - otherwise the trash bags will

split open when removed from the building.

- D. Decorations for event/function of a non-church group will be done by the group's members, associates, and/or vendors. Decorating must be done in such a way that no damage is done to the facility (e.g. no nail/thumbtack holes, removal of paint, scratches/dents, etc.) Any and all decorations should be removed by the group's members, associates, and/or vendors prior to their exit from the facility.

IX. FURNISHINGS AND EQUIPMENT

- A. Upon signing an "Agreement Regarding Facilities Use" a group, all of its members, associates, and/or vendors agree to use only the room(s) requested and without major rearranging of furnishings. Extra chairs and tables that relate to a specific area may be available for use and may be set-up and returned to storage by the group, its members, associates, and/or vendors (e.g. no long tables are available for Manning House).
- B. Kitchen equipment, dishes, and flatware may be available for use by non-church groups. The need should be noted on the "Agreement Regarding Facilities Use". The group, all of its members, associates, and/or vendors are responsible for washing and returning the equipment to original storage areas.
- C. Audio visual equipment may be available for use by non-church groups. This need should be noted on the "Agreement Regarding Facilities Use".

X. FACILITY GUEST LIMITS

- A. Fellowship Hall is limited to one hundred (100) people, there is a kitchen at one end with a stage at the other. The Hall has a sound system. There are 14 eight feet by three feet (8' x 3') tables and fifty metal folding chairs set-up in the Hall (more chairs are on racks under the stage).
- B. Each classroom is limited to twenty-five (25) people. Most of the rooms have tables (6'x3'), chairs, a chalkboard, and a viewing screen.
- C. The Lounge is limited to twenty-five (25) people; it has a conference table with six (6) chairs and six (6) parlor chairs and two (2) settees.
- D. The Sanctuary's capacity is six hundred (600) people. The Church has reception or breakout facilities for only one hundred fifty (150). The center aisle is eighty-five feet (85') with twenty-two (22) pews each side. There is an extra half pew on each of two side aisles. The room has a sound system, assistive listening devices, and a special pew to accommodate wheelchairs.
- E. The Chapel is limited to one hundred ten (110) people, the center (and only) aisle is fifty feet (50') with twelve (12) pews on each side.
- F. Manning House is limited to fifty (50) people. Only the first floor is available when renting the House. The dining table measures 102"x42" when fully extended, no other long tables are available.

BROOKSIDE

Congregational Church



**CONTRIBUTION
FOR USE OF CHURCH FACILITIES
FOR ONE TIME USE
(effective October 2011)**

GENERAL USE	Half Day (4 hrs or less)	Full Day (more than 4 hrs)
Facility		
Upstairs classroom	\$ 60 per classroom	\$ 80 per classroom
Under Chapel classroom	\$ 75 per classroom	\$ 100 per classroom
Lounge	\$ 75	\$ 125
Manning House, 1 st floor only	\$ 600	\$ 750
Fellowship Hall	\$ 400	\$ 600
Sanctuary	\$ 500	\$ 750
*Sexton Fee	\$ 75	\$ 150

These fees are for meetings or classes only. If the kitchen in either Fellowship Hall or Manning House is used there is a \$100 additional fee.

*The church may determine the need for a Sexton to be present.

WEDDINGS	All Weddings	Non-Members
Facility		
Chapel	\$ 400 limited to 110 people, ctr aisle is 50', 12 pews each side	
Sanctuary	\$ 500 limited to 600 people, ctr aisle is 85' with 22 pews	
Pastor	\$ 300	extra ½ pew on each of 2 side aisle
Organist	\$ 250; \$300 to include wedding rehearsal	
Sexton	\$65	

FOR ONE-TIME USE:

A non-refundable deposit of one-half (½) of the total fee is due at the time of scheduling the use of the facility and should be paid at the time the completed "Agreement Regarding Facilities Use" is submitted to the church office. The balance of donation for the use of facility is positively due one (1) full week prior to the date of a function to be held in the Church facilities. If the balance of payment is not received at that time, use of the facility may be denied.

FOR ONGOING USE:

Contribution negotiated on individual basis.

FOR ALL FACILITY USE:

We ask that you carefully read our “Rules Governing Use of Facilities” prior to completing and signing an “Agreement Regarding Facilities Use”. Upon signing all groups, their members, associates, and/or vendors hired by them for an event, agree to abide by all the Rules Governing Use of Facilities and the information provided to the Church on the “Agreement Regarding Facilities Use”.

Directions, with a map, may also be found on our web site: www.brooksidecc.org

FROM NORTH OF MANCHESTER, NH

South on 293 to Exit 6 (Amoskeag Bridge) - keep turning right - you'll loop back over the highway you just exited from - bear right to the set of lights on the back side of the La Quinta Inn - switch to left lane as you cross bridge - Brady Sullivan Tower (white/gray granite building) will be on your left at this point - at next set of lights turn left onto Elm St. (keep Brady Sullivan Tower on your left) - travel two blocks to another set of lights (intersection of Webster and Elm) - stay on Elm and watch for red brick wall on right hand side of Elm St. - this is the beginning of the church property - wooded lot behind brick wall will open up to a view of the church - red brick with four white pillars in front - the parking lot is along the north side of the church.

FROM SOUTH OF MANCHESTER, NH

North on 293 to Exit 6 (Amoskeag Bridge) - at top of exit ramp bear right to set of lights on the back side of the La Quinta Inn - switch to left lane as you cross bridge - Brady Sullivan Tower (white/gray granite building) will be on your left at this point - at next set of lights turn left onto Elm St. (keep Brady Sullivan Tower on your left) - travel two blocks to another set of lights (intersection of Webster and Elm) - stay on Elm and watch for red brick wall on right hand side of Elm St. - this is the beginning of the church property - wooded lot behind brick wall will open up to a view of the church - red brick with four white pillars in front - the parking lot is along the north side of the church.

FROM WEST OF MANCHESTER, NH

East on 101 to 293 North to Exit 6 (Amoskeag Bridge) - at top of exit ramp bear right to set of lights on the back side of the La Quinta Inn - switch to left lane as you cross bridge - Brady Sullivan Tower (white/gray granite building) will be on your left at this point - at next set of lights turn left onto Elm St. (keep Brady Sullivan Tower on your left) - travel two blocks to another set of lights (intersection of Webster and Elm) - stay on Elm and watch for red brick wall on right hand side of Elm St. - this is the beginning of the church property - wooded lot behind brick wall will open up to a view of the church - red brick with four white pillars in front - the parking lot is along the north side of the church.

FROM EAST OF MANCHESTER, NH

West on 101 onto 93 North to Exit 8 which will be very soon after coming onto 93 N - keep circling all the way right until you blend into the traffic on Wellington Road - travel to second set of lights (Mammoth and Wellington Roads) - cross through this intersection - Wellington Rd has now become Bridge St. - you will need to continue traveling on Bridge St. for a long distance to Elm St. - two blocks before you reach Elm there will be a small park on your left - one block before will have a gas station on each side of Bridge St - once at Elm turn right - travel through the set of lights at the Brady Sullivan Tower (it is a white/gray granite building on your left) - continue on Elm St. two blocks to another set of lights (intersection of Webster and Elm) stay on Elm and watch for red brick wall on right hand side of Elm St. - this is the beginning of the church property - wooded lot behind brick wall will open up to a view of the church - red brick with four white pillars in front - the parking lot is along the north side of the church.