



Deep River Congregational Church
Application for Use of Church Facilities

This application must be submitted to the Board of Trustees at least 2 weeks prior to the event.
(Note: Review and initial Rules Governing Use of Church Facilities included in this application.)

Name of organization/individual: _____ DRCC Member? _____

This event has been discussed with: Council: _____ Trustees: _____ Other _____

Event date requested: _____ Time: Start _____ End _____

Set-up (rehearsal) date: _____ Time: Start _____ End _____

Room and equipment requested:

Upper Fellowship Hall _____ Tables _____ Chairs _____ Stage _____

Kitchen _____ Dishwasher _____ Gas Range _____ Convection Ovens _____

Warming Oven _____ Refrigerator (limited availability) _____

Lower Fellowship Hall _____ Tables _____ Chairs _____ Kitchen _____

Pop Euston Room _____

Upper Room (Great Room) (church members only) _____

Purpose of Activity:

Fundraiser?

- If yes, benefitting who or what organization?

Private party or reception?

- If yes, please note (baby or bridal shower, anniversary, other):

Advisor/Person in charge: _____ Email: _____

Telephone: Home: _____ Work: _____ Cell: _____

Questions? Contact the church office at 860-526-5045 or officedrcc@deeprivercc.org

For Office Use: _____ Date Received: _____

Approved/Rejected: _____ Date: _____

Comments: _____

Donation received: _____

Certificate of insurance received _____



Rules Governing Use of DRCC Church Facilities

1. Set-up and take down of chairs and tables is the responsibility of the approved applicants unless current fee for such has been received by office.
2. Only tables and chairs may be moved without prior permission. Use of other furniture and/or equipment requires additional approval.
3. All furniture, tables, and chairs are to be returned to their original arrangement.
4. All facilities used are to be left in a clean condition. Lights are to be turned out and doors locked unless prior arrangements have been made with the sexton.
5. **No alcoholic beverages of any kind (champagne, beer, wine, hard liquor, spiked punch) are permitted anywhere on church property.**
6. Food and beverages are not permitted in the sanctuary.
7. No decorations, signs, or any other items are to be taped or tacked to the walls.
8. When the kitchen is used, rules posted separately in the kitchen are to be followed.
9. Approved applicants are responsible for any monetary loss due to breakage or damage to church property resulting from use of these facilities by their guests or members of their organization.
10. A copy of the responsible organization's certificate of insurance is to be provided with the completed application.

Initial and Date: _____

Applicant's initials and date constitute the applicant's agreement to abide by said rules. Applications for use of church facilities will not be considered unless rules are initialized.



**First Congregational Church of Deep River
(dba Deep River Congregational Church)**

Hold Harmless Agreement for Facilities Use

Indemnification of Property Owner: The outside user shall defend, indemnify, and hold harmless First Congregational Church of Deep River, their agents, and employees from and against any and all claims, damages, losses, and expenses, including but not limited to the attorneys' fees, arising out of or resulting from the use and occupancy of the premises by the outside user, its agents, employees, subcontractors, and sub-subcontractors.

Insurance: Comprehensive General Liability, Sexual Misconduct Liability, Automobile Liability, and Property Damage Insurance coverage of not less than \$1,000,000 and Workers Compensation and Employer's Liability Insurance coverage of not less than statutory limits must be maintained by the outside user throughout the term of the DRCC facilities use.

A current and original **Certificate of Insurance** listing First Congregational Church of Deep River as ADDITIONAL INSUREDS **must be received before the event takes place.**

SIGNATURE: _____

NAME: _____

DATE: _____