

Building Use Application ~ South Congregational Church (SCC)

277 Main Street, Hartford, CT 06106

Phone: 860-2498627

Fax: 860-293-0532

www.scchartford.org

PLEASE PRINT

Name/Organization _____

Address _____

Phone _____ Fax _____ Email _____

Date(s) Requested: _____

Set-Up Time: _____ Event Start Time: _____ Event End Time: _____

Room(s) Requested:

Bryant Room (40 people seated, 80 standing) - \$75.00 Other _____

Stanley Room (75 people seated, 200 standing) - \$75.00

Equipment Requested: TV/VCR w/ DVD player \$15 Easel w/ paper \$10

Screen/Overhead Projector \$15 Podium w/ microphone \$20

Do you have any wheelchair-bound attendees or other handicap needs? YES NO

Notes for our office staff: _____

I have read the Building Use Guidelines and agree to the terms and conditions. I understand that there are no alcoholic beverages or other drugs permitted on the premises. I understand that there is no smoking in the building. I understand that if anyone at my event is found to be in violation of the Building Use Guidelines, South Congregational Church will keep my deposit.

(SIGNATURE)

(DATE)

Please fax this completed form to our Event Coordinator at 860.293.0532. After review of your application, you will be contacted regarding room availability and cost.

BELOW THIS LINE FOR OFFICE USE ONLY



Room Fee: Bryant Room (\$75) Stanley Room (\$75) _____ Room Fee: \$ _____

Equipment: TV/VCR/DVD player Easel w/ paper Screen/Projector Podium w/ mic Equip. Fee: \$ _____

Security (if applicable): \$75 (4-hour minimum) + _____ additional hours @ \$20.00 per hour = \$ _____ Security Fee: \$ _____

BUILDING USE FEES FOR EVENT: \$ _____

PAYMENT OF THIS CHARGE IS DUE TWO WEEKS IN ADVANCE OF THE EVENT

Event Coordinator: _____ Date Confirmed: _____

Security Coverage ordered for _____ on _____ from _____ to _____ by _____.
(person) (date) (start) (end) (coordinator)

Building Use Guidelines ~ *Retain this copy for your information*

Thank you for choosing South Church for your upcoming event. The guidelines outlined below have been established to ensure the smooth operation of your event.

South Church reserves the right to cancel an event at any time for any reason.

Church Office Hours: Monday – Friday, 8:00 am – 4:00 pm. (Hours are subject to change at the church’s discretion).

Event Scheduling: All events must be scheduled **two weeks minimum** in advance through the Event Coordinator. You need to complete the “Building Use Application.” Once the application has been approved, the event will be confirmed on the calendar. The Church has priority for room use. Adjustments may be necessary due to unanticipated church events (i.e. funerals). We will try to accommodate your program as much as possible in these situations. Any exceptions to this policy must be approved by church leadership.

Church Closings: The church follows the Hartford Public Schools schedule for closings and delays in inclement weather. If the schools have delayed openings or are closed, the church will be delayed or closed as well.

Parking: NO PARKING IN FIRE LANES. Event participants are to use the parking lot **across the street from the church on John Street.** Handicap parking is available in the lot directly behind the church.

Rooms: All rooms are multi-purpose and we cannot guarantee the same room assignment for subsequent meetings or events. **You are responsible for set-up.**

Kitchen: **Non-member groups may have food catered only, and are not allowed to use the kitchen facilities.** Please dispose of all food remaining from your event prior to leaving the building.

Equipment: The staff of the church will be responsible for the movement of all church equipment when necessary, and shall see that it is in the proper place for events. Arrangements for this service should be made on your Building Use Application. No church property may be removed from the building. All equipment brought to the church must be approved.

Security: Security Guard fees will be charged (in addition to the room rental fee) when an event takes place outside the normal church office hours.

We are only open to your group at the reserved times. **The John Street doors are to be used to enter and exit the building for all events – no exceptions.**

Cancellations: Cancellations must be made at least **24 hours prior to the scheduled event** to avoid building use fees.

Deposit: In addition to the room fees for your event, we require an additional \$200 as a security deposit. This must be paid in cash. The deposit will be returned to you one week after the event; however, **if you are found to be in violation of any of the building use guidelines, we reserve the right to keep the deposit.**

Additional Guidelines: Please read these guidelines carefully to avoid additional fees.

NO ALCOHOLIC BEVERAGES OR OTHER DRUGS ARE PERMITTED ON THE PREMISES. There is no smoking allowed in the building.

Animals are not allowed in the building.

User groups may not use the name “South Congregational Church” in any publicity without prior permission. You may list our address, 277 Main Street, for directional information. You are requested to provide us with copies of any literature and posters/publicity materials. It must be clearly marked as to the sponsoring organization.

Capacities for rooms are established by the Fire Department. A fire lane must be kept clear. Violations of these rules are violations of city codes.

Due to liability reasons, you may be asked to present us with a copy of your insurance certificate.

In case of emergency, we need to be aware of any **wheelchair-bound attendees or other handicap needs** of those attending your event. Please indicate such on the Building Use Application.

Reasonable care of the building and equipment is expected. Damage and/or breakage must be reported to the office and the church will expect compensation for any loss. No materials may be taped to any walls or doors at any time for any reason.

No youth or children’s groups will be allowed use of the building without adequate, full-time adult supervision. No children or youths are allowed to be in any rooms unattended.

We are not responsible for lost or stolen items.

Thank you for taking the time to read these guidelines.



An imperfect Christian community;

loving, serving, and equipping an imperfect world.

Please ensure that a copy of these guidelines are distributed to all people who are supervising your event.