

**KINGSTON**

**First Congregational Church  
PO Box 203  
Kingston NH 03848  
603/642-7256**

Guidelines for the Use of the Kingston Church Facilities

The First Congregational Church of Kingston is maintained by the tithes and gifts of our members. In order to cover costs, we request a donation for the usage of our facilities by individuals not associated with the church. Please return the facility to a clean condition including table and chairs replaced as they were found. All materials including waste are to be on a carried in/carried out basis.

The Church will expect that any family/individuals desiring to conduct a ceremony such as a wedding, funeral, or other event in our meeting house will have a licensed member of the clergy officiating and that clergy will have the blessing of the current senior pastor to preside over such ceremony.

Church attenders will be given priority in scheduling church facilities. Individuals not associated with the church may schedule use of the facilities no sooner than 60 days preceding their event. Exceptions to this policy may be made for weddings by making a written request with the church office.

Suggested Minimum Donations: (Please provide 2 checks made payable to the First Congregational Church and note facilities usage on the memo line.) One for security deposit and one for use of facility.

	Member	Non-Member
Church Sanctuary*	\$100	\$250
Rent Fellowship Hall	\$ 75 (up to 4 hrs) \$150 (up to 8 hrs)	\$200 (up to 4 hrs) \$325 (up to 8 hrs)
Kitchen**	\$ 50	\$ 75
Security Deposit	\$300	\$300
<u>Honorarium:</u> (Please make arrangements with and donation to the individual providing the service; applies to members and non-members)		
Minister	\$175	\$250
Organist (for event)	\$100	\$100
Organist (for each rehearsal)	\$ 30/hr	\$ 30/hr
Audio/Visual Support	\$ 30/hr – 3 hour minimum	\$ 30/hr – 3 hour minimum

\* In most instances, a minimum of three hours of audio visual support is needed.

\*\*Use of water and refrigeration is not considered use of the kitchen.

Note: The security deposit will be refunded in part or in full dependant on the condition and cleanliness of the facility. A representative from the church will be present at the start and conclusion of your facility usage to ensure that the terms of the agreement are met.

*In order to reserve any of the church facilities, a non-refundable donation deposit of 50% is required at the time of rental confirmation. The reservation will be made after all personnel availability has been requested and confirmed.*

In addition, please observe the following:

1. **Alcoholic beverages are not allowed on the church premises at any time.**
2. **Smoking is not allowed inside the building at any time.**
3. **Decorations can NOT be taped, pinned or otherwise attached to the ceilings, walls or pillars.**
4. **Burning of incense or scented candles is not allowed inside the building.**
5. **Eating is not allowed in the Sanctuary.**
6. **Do not go downstairs into the classrooms or upstairs into the storage area.**
7. **The kitchen must be left clean. All garbage must be properly bagged and removed from premises.**
8. **Return tables and chairs to how you found them set up.**
9. **Floors should be swept and tables wiped down. Brooms are in the custodian closet. The custodian closet is between the restrooms.**
10. **Do not adjust heating thermostat programming.**
11. **Close and lock all doors upon leaving.**
12. **No use of the Church's Audio/Visual system components without AV support person present.**
13. **No use of indecent language or audio/visual materials.**
14. **Do not touch or use any musical instruments.**
15. **Do not ring church bells.**
16. **Use extra care when handling any church property (i.e. wicker Communion chair)**
17. **Turn off all lights when done.**

Please make sure that children are supervised at all times.

Please contact the church office at 603-642-7256 between the hours of 9am-3pm, Monday through Friday if you need more information.

Thank you,

Board of Trustees  
First Congregational Church

## Event Information

Please return with donations to :

First Congregational Church  
PO Box 203  
Kingston NH 03848

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Event Description: \_\_\_\_\_

Number of people: \_\_\_\_\_

Group and/or Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Please check the church facilities that you are requesting:

**Rent Fellowship Hall**

Check made payable to First Congregational Church MEMO: Rent Fellowship Hall

PAID \_\_\_\_\_ CK# \_\_\_\_\_

**Sanctuary**

Check made payable to First Congregational Church MEMO: Sanctuary

PAID \_\_\_\_\_ CK# \_\_\_\_\_

**Security Deposit**

Check made payable to First Congregational Church MEMO: Security Deposit

PAID \_\_\_\_\_ CK# \_\_\_\_\_

**Kitchen**

Check made payable to First Congregational Church MEMO: Kitchen

PAID \_\_\_\_\_ CK# \_\_\_\_\_

**Hospitality Services**

Check made payable to First Congregational Church MEMO: Hospitality

PAID \_\_\_\_\_ CK# \_\_\_\_\_

**Audio Visual**

Check made payable to "Individual's Name" MEMO: Audio Visual

PAID \_\_\_\_\_ CK# \_\_\_\_\_

**Pastor**

Check made payable to "Pastor's Name" MEMO: pastor

PAID \_\_\_\_\_ CK# \_\_\_\_\_

**Organist**

Check made payable to "Organist's Name" MEMO: Organist

PAID \_\_\_\_\_ CK# \_\_\_\_\_

Thank you.