First Congregational United Church of Christ

Request for Use of Facilities

Please complete and return this form along with the **Regulations for Use of Facilities**. A copy of the completed forms is available upon request.

Applicant name (please print) _____ Application date: _____

Name of organization (if applicable) _____

Email _____ Phone _____

Address _____

Name of event _____

Anticipated attendance _____ Do participants pay a fee for this event? _____

Date(s) of event with start and end times _____

Date(s) of reservation with start and end times _____

Set-up/equipment needs (these requests may incur additional fees) _____

_____

_____

Fees

It is the desire of the members of First Congregational UCC to actively participate in service to the community. Although the church facilities are provided rent-free, charges are made to cover expenses such as building operation and general wear.

Due to IRS regulations, only charitable or nonprofit organizations are permitted to use the facilities unless the function is for the benefit of the community.

Fees will be assigned upon review of this request. A request for waiver of fees may be made by attaching the reason for your waiver request to this application.

☐ **I am requesting a fee waiver for this event.**

____Sanctuary*	$170	____Main Kitchen	$70	____Three-Year-Old Room	$60
____Chapel*	$80	____Choir Room*	$75	____Science Room	$50
____Fellowship Hall*	$60	____Amistad Room	$60	____Scripture Tent*	$50
____River Room	$60	____East Conference Room	$50	____Other	
____Upper Lounge	$80	____Theater	$80		
____Common Grounds	$80	____Art/Kitchen	$80		

**Use of a piano must be approved in advance and will incur additional fees.*

Other: _____

_____

Signature of Applicant: _____

Office Use

Approved/Not Approved Reason _____

Signature: _____ Position: _____

724 E South River Street, Appleton, WI 54915
(920) 733-7393 • www.uccappleton.org

First Congregational United Church of Christ

Regulations for Use of Facilities

1. No alcoholic beverages are permitted in the church or on the church grounds.
2. Smoking is prohibited on Church property.
3. No rice is to be thrown either inside the church or outdoors on the church property. Birdseed may be used outside.
4. Birds are not to be brought inside the building
5. No sparklers, fireworks, or bubbles may be used inside the building.
6. The use of rooms for the practice of musical instruments or the usage of the church instruments is restricted. Requests for these resources from active members or those who participate in the music ministry shall be at the discretion of the Director for Music Ministry.
7. Reserved areas must be returned to the condition in which they were found. Please return all equipment to its proper location and dispose of all trash in the appropriate receptacles.
8. Any cleaning, set-up, tear down, or damage resulting from an event will be charged to the party that reserved the space or deducted from the deposit.
9. Nails, wires, and electrical tape may not be used to affix decorations. All tape residue must be removed from surfaces.
10. Candles and candle holders in the seating areas are not permitted without prior approval. All candles must be mounted in non-flammable holders. All decorations used in conjunction with candles must be non-flammable unless specifically approved by church.
11. Use of the premises shall terminate at 09:00 PM.
12. Prior approval for the use of Church equipment must be obtained from the church two weeks in advance. Examples of church equipment include, but are not restricted to, audio/visual equipment, projectors, musical instruments, and the kitchen equipment. Additional fees may apply; a fee schedule is available from the church office.
13. All fees and deposits, and the Application for Facilities Use form are due two weeks prior to the event.
14. No gratuity for any church employee is permitted. Gifts to First Congregational United Church of Christ in appreciation of exceptional service are accepted. Honorariums may be arranged for special services.
15. Weapons and firearms are **NOT** permitted on church property.

Release from Liability

I/We, _____, agree to save and hold harmless the First Congregational United Church of Christ of Appleton, Wisconsin, from any and all claims of bodily injury or property damage arising out of the usage of the above facilities. I/We agree to indemnify the First Congregational United Church of Christ of Appleton, Wisconsin for any and all costs, attorney's fees, or expenses incurred in defending any claim for bodily injury or property damage arising out of the usage of the above property. Approval of the Application for Facilities Use form may be conditional upon evidence of liability insurance protecting the First Congregational United Church of Christ of Appleton, Wisconsin with limits as specified by Church Council

I/We agree that a representative will be present throughout the dates and hours of usage and will be responsible for ensuring proper conduct of all members, guests, or invitees of the reserving party as well as proper care for the facilities used. The reserving party, through its officers and designated representatives, agrees that prompt and full payment for any damage or loss to the subject premises will be made within ten (10) days of notification by a church representative. Parties failing to adhere to these regulations may not be permitted to make future reservations.

Signature_____ Date_____

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07/2025 Revised

First Congregational
UNITED CHURCH OF CHRIST
— The Church of the Open Door —