REQUEST OF INTENT TO USE FIRST CHURCH FACILITIES
(This request must be scheduled and submitted to the Board of Trustees through the Church Office.)
“The mission of First Church in Marlborough (Congregational) is to welcome all to a positive environment for
personal and spiritual growth through the worship of God; to foster a caring, friendly and inviting ministry of
people who are committed to knowing God, God’s will and the teachings of Jesus Christ; and to reach out to all
with Faith and Love.”

Name of Group or Organization: ___________________________ Phone: ___________________________

Name of Contact Person: ___________________________ Phone: ___________________________

Address: __________________________________________________________
________________________________________________________

Email Address: _________________________________________________________

Member of Church: [   ] Non-Member of Church: [   ]

Reason for use: __________________________________________________________

Date Requested: _________________ Will you be setting up/cleaning up yourself? Yes ___ No ___

Start Time ___________________ End Time _____________________
Be sure to add in set up/clean up time into your start and end times.

Area Requested: Sanctuary [   ] Parish Hall [   ] * Kitchen [   ] Classrooms [   ] Temple Room [   ]
*If using Kitchen, will you be cooking? Yes [   ] No [   ] If not, what do you need kitchen usage for?
________________________________________________________________________

Furniture Requested: # of Chairs [___________] # of Tables [___________] Sound System [   ]

How many people will be attending your event? [   ] Will the Parish Hall stage be used? Yes [   ] No [   ]

Will any church staff or personnel be needed? _____ If so, who?
____________________________________________________________________________________

Do you, or someone from your group, have keys to the building? Yes [   ] No [   ]

Do you have insurance coverage? Yes [   ] No [   ] This is required for long-term rentals, not one-
time events.

Special Notes: _______________________________________________________________________
___________________________________________________________________________________

(goto page 2 for rules/regulations, fees and signatures)

Building Use Form Updated 9.16.2021
RULES/REGULATIONS:
❖ We follow local and state Health Department regulations on limiting the spread of Covid-19, and our Church Council may independently mandate that masks are worn during your time here. A failure to do so would result in a loss of your Security/Damage Fee Deposit.
❖ All use of the facilities must comply with local fire laws.
❖ Church functions receive schedule priorities (typically this would be for an unexpected funeral service).
❖ Absolutely No Helium balloons are allowed in the building.
❖ Please note that in the winter there will be an extra charge of $50.00 if shoveling snow is required. This will be deducted from Damage Deposit if shoveling is required.
❖ Renter must provide their own trash bags and all trash needs to be bagged up and left in Parish Hall for First Church staff to load into our dumpster. There is a $75.00 dumpster fee for an event over 100 people serving food on the property for trash removal.
❖ Rental area needs to be cleaned, lights out and building locked after use (to be locked by First Church unless renter has a key).
❖ A Security/Damage Fee of $150.00 will be included in the total cost and would be refunded within 12 (twelve) business days after the event unless funds are withheld due to renter misuse or non-compliance with above Rules/Regulations.

Requestor: Sign & date here that you have read rules/regulations and agree to comply with all:
X_______________________________________________    Date: _____________________

Believing that we should be healthy emotionally and physically, as well as spiritually, First Church has chosen our facility to be one where smoking, drinking of alcoholic beverages and use of drugs is not permitted anywhere in our facility or on the Church property.

---

Rental & Security/Damage Fees may be paid in one check payable to:
First Church in Marlborough
X______________________________________      X______________________________________
Trustee Signature                                       Date         Requestor Signature                                   Date

Rental Fees
Sanctuary Rental (_______ hours)    $___________
Parish Hall Rental (_______ hours)    $___________
Classroom Rental (_______ hours)    $___________
Kitchen Stove/Oven Use ($100.00 flat fee)  $___________
If renter is using stove/oven, requires a kitchen staff/church member on site
Dumpster Fee over 100 Guests ($75.00 flat fee)  $___________
Sexton Fee ($50.00 flat fee)     $___________
TOTAL RENTAL FEES
$___________

ADDITIONAL SECURITY/DAMAGE FEE
$150.00 flat fee
$___________

FC Contact Opening/Closing Name: ___________________________ Cell Phone #: _____________