

First Congregational Church United Church of Christ

41 Main Street
Hatfield, Massachusetts 01038

The Reverend Randolph R. Calvo
Pastor

Founded 1670

SUGGESTED CONTRIBUTION SCHEDULE

All events must be scheduled and approved by the Board of Trustees. Board Chair: Jonathan Bardwell, (413) 530-6262.

	Room	Suggested Donation
	Sanctuary – Weddings, Funerals	\$150 per event
	Kitchen	\$75 per day
	Dining Room, Parlor, Nursery	\$75 per day
	Entire Facility	\$300 per day
*	Custodial Services	\$75 per event

*Required for all events. Please make checks payable to Kathleen Quinn.

FACILITY RULES & REGULATIONS

1. All furniture and equipment used must be cleaned and returned to its original location.
2. All rubbish must be removed from the property.
3. All lighting must be turned off when vacating the building.
4. All thermostats must be returned to their original positions.
5. Any damage or additional cleaning costs are the responsibility of the participating party.
6. In the event of damage to the church facilities, those using any church facility shall accept the amount of repair and replacement costs as estimated, or otherwise determined by the church Board of Trustees or their designee, and shall pay the church for such repair and replacement costs upon demand.
7. For children and youth events, the applicable group or organization must provide adequate adult supervision for all usage.
8. The use of tobacco, alcohol or illegal substances on the church premises is strictly prohibited.
9. The transfer or passing on by any group or organization of permission to use church facilities to any other persons or organizations is strictly prohibited.

By signing below, I acknowledge that I have read, understand, and agree to abide by the provisions set forth by the First Congregational Church of Hatfield.

Signed: _____ Date: _____

Signed: _____ Date: _____
(Chair, Board of Trustees)

Adjustments to these suggested donations may be granted by the Board of Trustees for charity events or non-profit functions on a case-by-case basis. (Please note: Although there is no charge for church members, it is suggested that they make a donation to help defray the cost of electricity, fuel, maintenance, etc.)