

First Congregational Church of Lee (UCC)
25 Park Place, P.O. Box 395, Lee, MA 01238
413-243-1033 uccleechurch@gmail.com

FACILITY USAGE APPLICATION

Organization or Individual: _____ Non-profit ()yes ()no

Contact information: _____
PHONE _____ EMAIL _____

Space(s) requested: _____

Date(s) and time(s) requested: _____

Description of the event: _____

Kitchen usage: ()yes ()no Additional access prior to or after the event: ()yes ()no

Estimated number of attendees: _____

Individual in charge: _____ Phone (if different) _____

() Organization: Our insurance carrier is _____
A Certificate of Insurance is required, naming First Congregational Church as an additional insured and must be received before the facility can be unlocked.

() Private individual: My church sponsor is (required) _____

Comments/ Special requests: _____

Non-Refundable Deposit: \$ _____ Check date: _____ Check # _____

I understand that we are responsible to following all Covid-19 rules in force at the time of the event. We are responsible for cleaning any chairs, tables and counters, coffee urn, dishes and silverware, that may be used, in compliance with Covid-19 rules of this Church.
Any problems, such as a broken table or plate, will be reported to the church office.

Applicant signature: _____ Date: _____

Please print your name: _____

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USAGE FEES

For unaffiliated individuals and groups requesting use of church facilities

SANCTUARY: 60 x 80 feet; 4800 sq. ft.; Narthex: 15 x 55 feet; 835 sq. ft.

Fees include opening and locking of the church.

- Lecture/Concert with ticket sales:
 - Up to 100 attendees \$350
 - Over 100 attendees \$500

- Wedding:
 - Facility \$250
 - Church Minister \$250
 - Organist \$250
 - Bench fee \$100 each
 - If using an outside organist or minister
 - Use of the pipe organ by an outside organist requires special permission and an additional fee to be negotiated.

- Funeral
 - Facility \$250
 - Church Minister \$250
 - Organist \$200
 - Bench fee \$100 each
 - If using an outside organist or minister
 - Use of the pipe organ by an outside organist requires special permission and an additional fee to be negotiated.

- Deposit to save a date: \$100

COMMUNITY ROOM (125 capacity): 28 x 55; 1540 sq. ft.

- Up to 50 persons \$50 per hour
- 51 – 75 persons \$75 per hour
- 76 – capacity \$100 per hour

CHAPEL with Altar: 18 x 13.5 feet; 243 sq. ft. \$25 per hour

PARLOR: 29 x 15 feet; 435 sq. ft. \$20 per hour

KITCHEN: \$25 per hour

PARK: \$200 per day