



BUILDING USE FORM

THE ELIJAH KELLOGG CHURCH CONGREGATIONAL

917 Harpswell Neck Road Harpswell, Maine 04079 207-833-6026 www.elijahkelloggchurch.org

Rev. John Carson, Minister

Elijah Kellogg Church, welcomes you and your event to our beautiful historic church and grounds. We take pleasure in serving the community and look forward to helping make your event/activity a success. You are welcome here.

As you plan your event, please keep the following in mind:

- Commercial use of the name, facilities or grounds of the church is not permitted.
- If your event is not church sponsored, advertisements for your event must indicate its sponsor.
- Funerals and collations will take precedence over other events on our calendar. Reasonable efforts will be made to avoid the need to re-schedule.
- The renter is responsible for all trash removal.
- The church DOES NOT provide your event with any paper products, goods, linens, teas, condiments, aluminum foil, plastic wraps and other similar items. Please plan accordingly.
- Please leave the areas of use as you found them.
- All set-up and take down is the responsibility of the renter and this time is to be calculated in your rental fee times.

Agreement of Use: Event Date ___/___/___ **Name of Organization/Contact:** _____

1. The thermostat maybe adjusted for your event/activity, but it must be returned to 55 degrees upon completion of your rental time.
2. Security of the building must be maintained. All doors and windows must be closed and locked at the complete ion of your event/activity and lights turned off.
3. All fire exits must be kept clear. The Fire Marshall does not allow for occupancy of more than 110 seated in Fellowship Hall and 200 seated in the Sanctuary.
4. NO SMOKING and NO ALCOHOL are allowed in any part of the buildings or on church grounds.
5. No Confetti, rice or similar materials maybe used in buildings or on church grounds.
6. DO NOT ring the church bell.
7. Do not remove any notices, postings or property from the church unless authorized by the Trustees.
8. Please do not use tacks, nails, tape or string on the walls or other parts of the building.
9. Please follow all posted instructions regarding the use of kitchen items and all posted signs regarding safety.
10. DO NOT leave any food out, in the refrigerator or on the counters. We expect you to return your areas of use to their pre-rental state. If not, a cleaning fee will be assessed.
11. All trash must be removed by the renting parties.

This form, full payment of fees and proof of insurance are required at least 14 days before your event/rental/activity. A full Refund of fees will take place only if your event or activity is cancelled and the Church is made aware of this at least 7 days prior to the event date. (Wedding use may have different policies.)

By signing this agreement, the Organization and/or Sponsor of the event are legally accepting full responsibility and will adhere to the all of the following Agreement of Use terms and conditions.

Signature: _____ Printed Name: _____ Date: ___/___/_____

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Date submitted: ____/____/____

Name of Organization _____

Name of Contact Person (Please note: This person must be present during the rental period.)

Address _____

Town _____ State _____ Zip Code _____

Phone _____ email _____

Is this person a member of the Elijah Kellogg Church? Y N (please circle) Is this organization a not for profit? Y N (please circle)

Date of Event ____/____/____ Time requested: From ____ : ____ (am/pm) to ____ : ____ (am/pm)

Type of Event/Activity _____

Area(s) of Use and Applicable Fees (Please circle your request)

Members of EKC are offered complimentary personal use of many church areas.

If you are a not for profit organization, we ask for a donation using the following fee structure to help us cover use and replacement costs. Thank you.

Area of Use	EKC Member Fee	Non EKC -Member Fee	Not for Profit
Fellowship Hall (1-3 hours)	NC	\$45	Donation
(each additional hour)	NC	\$15	Donation
Kitchen	\$50	\$100	Donation
Sanctuary	NC	\$150	Donation
Tables/Chairs (EKC use only in FH)	NC	Only for weddings/receptions \$45	Donation
Cleaning fee (if applicable for Sanctuary and/or Fellowship Hall)	\$60	\$60	\$60

Total (including donation): \$ _____ \$ _____ \$ _____

Signature of Contact Person: _____

Printed Name: _____

Please note the following:

- This signed form, payment and proof of insurance must be submitted to the Elijah Kellogg Church Office **at least 10 days prior to date of the event. Date is not officially held until all fees and signatures have been recorded.**
- Proof of insurance may vary depending on organizational or personal use. If you have any questions, please contact the EKC office.
- A Cleaning fee will be charged if areas of use are not returned to their original pre-rental condition.
- Your completed application will be reviewed and must pass approval by the Board of Trustees.

FOR CHURCH USE ONLY: Form(s)/Payment(s)/Insurance Received by: _____ Date: _____

Date: ____/____/____ Name of Trustee approving: _____ Approved: YES NO Added to Calendar: ____/____/____