



BUILDING USE FORM

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. (Initial here _____)
- 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. (Initial here _____)
- Please leave the areas of use as you found them. (Initial here _____)
- All set-up and take down is the responsibility of the renter and this time is to be calculated in your rental fee times. (Initial here _____)

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 completion 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 move or 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. A deposit is required for potential cleaning expenses and a key. The deposit will be returned after the key is received by the Church Office and an inspection of the areas used.

Renter agrees to indemnify, defend and hold Elijah Kellogg Church, Congregational, its employees, agents, directors, officers, representatives, and heirs and assigns harmless of and from any liabilities, damages, costs, penalties, or expenses arising out of and/or resulting from the rental and use of the premises, including but not limited to, any claims or damages arising from transmission of the novel coronavirus COVID-19. In the event Elijah Kellogg Church, Congregational, its employees, agents, directors, officers, representatives, or heirs and assigns are required to file any action in court in order to enforce any provisions of this agreement, renter agrees to pay Elijah Kellogg Church, Congregational, its employees, agents, directors, officers, representatives, or heirs and assigns, all reasonable attorney fees, court fees, and costs of suit incurred by Elijah Kellogg Church, Congregational.

Any person or group renting the facility or a portion thereof, is required to follow the existing Federal and State of Maine CDC Guidelines for indoor and/or outdoor gatherings during the use of the facility.

This form, full payment of fees and certificate 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: ____/____/____

BUILDING USE FORM - ELIJAH KELLOGG CHURCH

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)

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
Fellowship Hall (1-3 hours)	NC	\$50
(each additional hour)	NC	\$25
Kitchen	\$50	\$100
Sanctuary	NC	\$150
Tables/Chairs (For use only in FH)	NC	\$50
Cleaning Fee/Deposit	\$75	\$75
Key Deposit	\$25	\$25

Total: \$_____ \$_____

Signature of Contact Person: _____

Printed Name: _____

Please note the following:

- This signed form, payment and certificate of insurance must be submitted to the Elijah Kellogg Church Office **at least 14 days prior to date of the event. Date is not officially held until all fees and signatures have been recorded.**
- Certificate 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: ____/____/____

ELIJAH KELLOGG CHURCH – KITCHEN RULES

These rules pertain to anyone who uses any part/or all of this kitchen facility.

- No children are allowed in the kitchen
- All equipment **MUST** be cleaned and stored properly as found
- All service ware **MUST** be sanitized
- All un-used food items **MUST** be carried out. Nothing left behind except by prior arrangement
- Trash generated is the users' responsibility. Take it with you or move it to the outside trash bin
- All cutting boards & serving utensils **MUST** be sanitized or run through dishwasher before storing
- All work surfaces **MUST** be sanitized with a bleach solution (1tsp bleach to a pint of warm water)
- All silverware **MUST** be washed and sanitized before storing in designated bins. This is a four-step process:
 - 1) Wash loose in flat rack
 - 2) Sort & wash eating end up in silverware racks
 - 3) Turn over with eating end down, wash again
 - 4) Store in bins touching only the handles
- All ovens must be **EMPTY**
- Range knobs in horizontal position
- Clean dishwasher (five areas)
 - 1) Pre-rinse tray and drain beneath
 - 2) Wand in washer
 - 3) Drain beneath wand
 - 4) Strainer in sump
 - 5) Stainless steel tray below left-hand side of white PVC pipe
- Sweep floor
- Lower thermostat to 55°
- Lock all doors
- Document any broken, missing or malfunctioning items; leave detailed note in Church Office

ELIJAH KELLOGG CHURCH – SECURITY

In order to maintain Security at the facility, the following rules shall apply:

- As the Renter, you are responsible for securing the building when your event concludes
- Lock all doors and windows
- Lower thermostats to 55°
- Turn off all lights
- Children are not allowed unescorted
- Children are not allowed in the kitchen or storage areas