

COVENANT CONGREGATIONAL CHURCH

204 Center Street, North Easton MA 02356

508-238-6423 office@ecovchurch.org

CCC FACILITIES USE POLICIES AND PROCEDURES

The purpose of this policy is to establish priorities for facility use, define scheduling procedures, and set fees associated with event management and facility usage. Activities and groups must not violate the purposes, property, policies, or regulations of Covenant Congregational Church (CCC).

The primary purpose of CCC's facilities is to support the church's mission. CCC seeks to be accessible to the broader community and welcomes community groups, organizations, members, and non-members to use its facilities, to the extent space is available, for purposes consistent with the church's mission: "Covenant Congregational Church exists to build a welcoming community so that all generations can know God, participate freely, and grow in faith together."

At all times, Covenant Congregational Church reserves the right to determine which activities may be held in its facilities.

TO RESERVE SPACE

1. Space can be confirmed by logging into our church website: www.ecovchurch.org and completing the rental request form. Space can also be confirmed by calling the church office at 508-238-6423 or emailing the church office at office@ecovchurch.org.
2. All activities should be scheduled at least two weeks prior to the event. All events will be entered into a master calendar, maintained by the Office Manager. A written confirmation from the CCC Office Manager will serve as a reservation.
3. The requirements and necessary forms to reserve space are:
 - a. A "CCC Building Usage Request Application", form filled out with the Office Manager.
 - b. A "CCC Rental Agreement", form filled out with the Office Manager.
 - c. A "Church Usage and Hold Harmless Agreement", form filled out with the Office Manager.
 - c. A paid deposit, given to the Office Manager. Any group that has not paid the required deposit will lose their reservation, if notification attempts have not rendered a deposit.

RENTAL FEES

The spaces available for rentals and the pricing for 4 hour blocks are listed below.

Rental Space	Room Capacity (Depends on Setup)	Rental Cost for 4 Hours (extra time available for an additional fee)	Cleaning Fee	Room Setup Fee
Sanctuary	300	\$120	\$100	
Chapel	60	\$60	\$50	
Fireside w/ Kitchen	70	\$90	\$50	\$50
Narthex	160	\$120	\$50	\$50
Activity Room with Kitchen	340	\$180	\$100	\$75
Classrooms - standard	Most are 15	\$42		
Large Classroom	21	\$42		

Note: Total Rental Cost will be confirmed by the Office Manager

Rates Effective 9/1/2026

CCC FACILITIES USE POLICIES AND PROCEDURES, CONT.

DEPOSITS

A 50% deposit is required to secure all rentals. Full payment is required 2 weeks prior to rental event.

FOOD PREPARATION

All food prepared in the church kitchen must be prepared or overseen by a licensed Food Safety Manager

SUPPLIES

Paper goods, disposable silverware, and cooking pans brought in by the renter or caterer should be compostable or recyclable. Table linens are not provided to outside renters.

The Church has several round and oblong tables available for use during your function, but please discuss your specific needs with our office manager, as you may need to bring in additional tables and/or chairs.

STORAGE

Storage of equipment and materials at CCC is prohibited unless specified in the rental agreement or contract

SMOKING AND ALCOHOLIC BEVERAGES

There is no smoking in the church building. No alcoholic beverages are allowed on church premises.

WEDDINGS, FUNERALS, BAPTISMS

These space usage requests have their own policies, procedures, and fees which you can receive from the Office Manager.

SIGNAGE

Semi-permanent signage such as banners, placards, and lawn signs is prohibited unless specified in the rental agreement or contract. The content of signage placed on church grounds is subject to preapproval of church staff.

KEYS

For recurring groups, keys are available for a \$10 deposit refundable upon return of the key, with a maximum of 2 keys issued per group.

INCLEMENT WEATHER

When the Easton Schools are cancelled, the church facility will be closed.

EXCEPTIONS

Exceptions to this policy may be granted only at the discretion of the CCC Church Council.

CCC BUILDING USAGE REQUEST APPLICATION

NOTE: No reservation is finalized until you receive confirmation from CCC.

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**PLEASE BE AS THOROUGH AS POSSIBLE WHEN FILLING OUT THIS APPLICATION.
RETURN COMPLETED APPLICATION TO THE CHURCH OFFICE**

Name of Group/Individual: _____

Address: _____

Telephone: _____ **Email address:** _____

Person responsible for group (if different from above): _____

Telephone: _____ **Email address:** _____

Date(s) requested: _____ **Start Time:** _____ **End Time:** _____

Reoccurring? Weekday: (circle) S M T W T F S (circle) Weekly/Bi-Weekly/Monthly/Other _____

Room(s) required: _____

Type of function: _____

Number of people attending: _____

*****You are responsible for set-up and break-down of tables and chairs for your function.**

Time you would like to arrive to set up: _____

***Arrangements can be made to provide room set-up for a fee. Church Set Up?** (circle) YES/NO

Notes: _____

Please note: There is no smoking or alcoholic beverages allowed on church premises.

I the undersigned agree that I may be held personally responsible for any personal injury, property damage or additional clean-up costs arising from our use of the church's facilities or equipment.

Signature: _____ **Date:** _____

Print Name: _____

TO BE COMPLETED BY CCC OFFICE:

Building Usage Fee \$ _____ **Cleaning Fee \$** _____ **Setup Fee(if applicable) \$** _____

Deposit (due at time of booking) \$ _____ **Balance Due:** _____

Deposit Received: _____ **Date:** _____ **Balance Received:** _____ **Date:** _____

CCC BUILDING RENTAL AGREEMENT

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1. **FEES:** Rental fees are due two weeks before the date of the event.
2. **RENTAL RATE SCHEDULES:** Rental fees are for 4 hour blocks and are the same for Church Members and Non-members. Additional time is available at an extra cost. The total Rental Cost (room, cleaning, and setup, as applicable) will be confirmed by the office manager.
3. **PARKING:** Parking is restricted to marked spaces only; entrance and exit **MUST** be kept clear enough for emergency vehicle access. Street parking is allowed.
4. **SMOKING:** No smoking is permitted anywhere in the church building.
5. **ALCOHOLIC BEVERAGES:** Use of alcoholic beverages is prohibited on church premises.
6. **QUALITY OF SPACE: When using the space, it should be left in the condition in which it was found.** Users should expect to find church space clean upon arrival and are required to leave it clean. Nothing may be affixed to or removed from the walls or doors without the express permission of the church administration. Bins in the kitchen are designated for trash and recycling. Caterers are expected to supply linens and may, if desired, use church dishes and silverware at an additional cost. Any breakage should be reported to the office.
7. **UTILITIES:** Smart thermostats will be set for the time period of the rental, including set-up and clean-up periods. They may be adjusted manually but will auto re-set upon the next scheduled setting. All windows must be closed and locked; lights in rooms used should be shut off, lavatories must be tidy, outside doors must be locked and key returned to office manager as prearranged. Renters are responsible for damage to church property.
8. **PIANOS:** Pianos are not to be moved.
9. **PAPER GOODS/DISPOSABLE SILVERWARE/COOKING PANS** brought in by the renter or caterer should be compostable or recyclable. Table linens are not provided to outside renters.
10. **RESPONSIBILITY:** Renter acknowledges that representatives of Covenant Congregational Church in North Easton, MA may not be present during the rental period. Renter assumes full responsibility for and agrees to indemnify and hold harmless the Covenant Congregational Church, North Easton from and against, any damage to property or injury to persons caused directly or indirectly by acts or omissions of the Renter, Renter's Agents, persons taking part in Renter's function, and persons on the premises with Renter's permission.
11. **ACKNOWLEDGEMENT:** I/we have read the rules governing the use of facilities at Covenant Congregational Church, North Easton, MA and agree to all the conditions therein. In signing this application I/we acknowledge authority to act, and responsibility for our group/organization.

Signature: _____

Date: _____

Print Name: _____

Title: _____

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CHURCH USAGE AND HOLD HARMLESS AGREEMENT

I/We the undersigned authorized representative(s) of _____ (Name of Organization)
of the city of _____, state of _____ shall be using the building and grounds of
Covenant Congregational Church, from _____ to _____, 20____,
for the purpose of _____ herein
referred to as “the Activity”.

I/We understand and agree that neither Covenant Congregational Church, nor its trustees, representatives,
employees, or agents may be held liable in any way for an occurrence in connection with the Activity which
may result in injury, harm, or other damages to the undersigned or members of our organization and guests,
invited or not.

As part of the consideration for being allowed to use your facilities, building, and grounds as well as all
appliances and fixtures in the Activity, I/We hereby assume all risk in connection with participation in the
Activity. I/We further release Covenant Congregational Church, its trustees, employees, agents, or
representatives for any damage which may occur while participating in the Activity. I/We further agree to save
and hold harmless Covenant Congregational Church, its trustees, employees, agents, or representatives from
any claim by the undersigned member of the Organization, their estates, heirs, or assigns arising out of or
participation in any form or fashion in the Activity. I/We also authorize Covenant Congregational Church, its
employees or agents to render or obtain such emergency medical care or treatment as may be necessary should
any injury, harm, or accident occur while participating in the Activity.

I/We further state that I/we are authorized to sign this agreement; that I/we understand the terms herein are
contractual and not mere recital: and that I/we have signed this document of my/our own free act and volition.
I/We further state and acknowledge that I/we have fully informed ourselves of the content of this affirmation
and release by reading it before I/we signed it.

I/We have executed this affirmation and release on the _____ day of _____, 20____.

Signature _____

Signature _____