

## Policy for Use of the Nelson Congregational Church

Nelson Congregational Church is a place of worship and a building dedicated to God. The following policies are intended to help keep this space beautiful, sacred and to insure that God is honored in all of the functions held in this space. The responsible party should inform all participants of these rules:

- Neither alcohol nor smoking is permitted anywhere on the church grounds. Food and drink are not permitted in the sanctuary.
- Any events held in the sanctuary should be attended by a representative of the church. If the pastor is not participating in the event a Deacon, Trustee or designated church member must be in attendance.
- The behavior of all participants and attendees should be appropriate to the event, not only inside the sanctuary, but also anywhere in the building, on the grounds or in the parking area. Please be responsible and safe while using any part of our facility.
- The arrival and departure times of all parties should be agreed upon in advance of the event and adhered to. When you leave, all items should be returned to their original location, personal items should be removed and the building left in good order.
- Please leave the building broom clean, picked up and ready for the next group.
- Protective material must be placed under potted plants or candles used in the sanctuary. All decorations should be removed from the church following the event.
- Please use only the area requested and observe the sanctity of the sanctuary, remembering that other groups and individuals may also be at work or worship in the building. Two rest rooms are available on the lower level of the building. We ask that the responsible party turn off the lights and assure that there are no messes in the bathrooms prior to departure.
- Do not use or assume availability of church equipment, such as dishes, tables, coffee pots, audio-visual equipment, piano, etc. without prior agreement with the Administrative Assistant.
- Space should be reserved as far in advance as possible. Your request will only be confirmed after payments of rental fee and the security deposit are received.
- Each function requires a separate application. Please do not assume that one use makes later dates available. We seek to serve a variety of groups and to avoid as many conflicts as possible. Church functions are given highest priority when scheduling events.
- The town of Nelson requires a police officer to be present for large events. Please contact the town directly.
- Setup and removal of platforms is the responsibility of the renting party.

## **Sanctuary**

- Decorations should be in keeping with the sacredness of the sanctuary. Protective material must be placed under potted plants or candles used in the sanctuary. Decorations should be removed after the ceremony.
- A sound system is available for use. The responsible party should receive a brief lesson on the use of such equipment from a Trustee of the church and is responsible for turning the sound system off after the scheduled event.
- The use of the sanctuary does not include use of the Pastor's Study, Church Office, Fellowship Hall, or Kitchen unless prior arrangements have been made for these spaces. Please use only the area requested, remembering that other groups and individuals may also be at work or worship in the building. Two rest rooms are available on the lower level of the building. We ask that the responsible party turn off the lights and assure that there are no messes in the bathrooms prior to departure.
- Rice and bird seed are prohibited inside. For weddings, please consider flower petals or bubbles for “showering” the couple outside of the church. No “showering” or throwing of any materials is allowed in the church.

## **Fellowship Hall and Kitchen**

- Return all tables, benches and other furniture to their original place following use.
- Clean, dry and put away all dishes, silverware, pots and pans.
- Wipe off counters and worktables, clean sink.
- Follow posted instructions for cleaning of dishwasher, stove, refrigerator, microwave, and meat slicer.
- Remove all food from the refrigerator and take it with you unless you have made arrangements with the church for storage.
- All trash must be placed in the wooden trash bins in the carriage shed.
- Turn lights out in the bathrooms.
- Sweep floors.

**Fee Schedule - *Pre-payment and security deposit required to confirm rental.***

As part of the Church's service to the community, the Nelson Congregational Church welcomes use of its facilities by area groups and other non-profit organizations. The Church is aware of the cost of maintaining the building. We believe that the following fees are fair. Please check any of the following spaces to be reserved and include a check to cover the total.

\$200 Security Deposit

\$100 Sanctuary

\$100 Fellowship Hall

\$100 Kitchen

\$150 Any 2

\$250 Entire Church

**Fee Schedule for Weddings - *All fees and security deposit must be paid prior to rehearsal.***

Active members:

\$0 Pastor

\$150 Musician

\$200 Security Deposit

\$25 Entire Church

Non-members:

\$200 Pastor

\$150 Musician

\$200 Security Deposit

\$100 Sanctuary

\$100 Fellowship Hall

\$100 Kitchen

\$150 Any 2

\$250 Entire Church