

First Baptist Church of Mansfield

945 Storrs Road, Storrs, CT 06268

Facility Reservation Form

CONTACT INFORMATION		Today's Date:	
Organization:			
Person Assuming Responsibility:			
Phone Number:			
Email Address:			
ROOM USE INFORMATION			
Date Requested:		Time From: To:	
Rooms Requested:			
Function:		Expected Attendance:	
Will food be served? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If the kitchen is to be used a Ladies Aid representative must be present. Ladies Aid Representative:			
<ul style="list-style-type: none"> No alcoholic beverages are allowed. All trash generated by your group must be removed form the premises. Parking/Traffic control must be assumed by the group. 			
CHARGES			
Room Deposit:			
Rental Fees:			

After using our Church home, please remember:

- TURN DOWN THE HEAT**
- TURN OFF THE LIGHTS**
- REMOVE ANY GARBAGE AND TAKE IT WITH YOU**
- LOCK ALL DOORS**

PLEASE REMEMBER: Your deposit will be forfeited for not adhering to the above rules, for any damage resulting from your use (additional bills will be sent if damages exceed the deposit) and for not vacating the premises by the stated time on your rental form.

I have read the above rules and agree to abide by them.

Renter's Signature _____ Date _____

Complete this form and send it to:

Board of Trustees, First Baptist Church of Mansfield, 945 Storrs Road, Storrs, CT 06268

For Office Use Only:	
Approved By: _____	Date: _____
Deposit Paid: \$ _____	Date: _____
Fee Paid: \$ _____	Date: _____

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Building Use Fees

Room Rental Fees for 2014		
Room	Base Charge (up to 4 hours)	Additional Hours
Conference Room	\$100.00	\$25.00
Conference Room with Kitchen	\$125.00	\$25.00
Table and Chair Set up (60 max.)	\$25.00	N/A
Kitchen Only	\$35.00	\$10.00
Sanctuary	\$100.00	\$25.00
Nursery	\$25.00	\$10.00
Downstairs Meeting Room	\$25.00	\$10.00

Building Use Policy

We are happy to have members and non-members use the facilities of our church building when it is convenient and meets the standards of the church. Clearance will need to be made with the Board of Trustees in order to avoid schedule conflicts and to provide for any special arrangements. A request for the use of the church facilities form will need to be submitted before your date on the calendar is confirmed.

Please note that we do not allow smoking or alcohol use in the church building.

We ask that you agree to the following conditions:

1. The group using the building and equipment shall be responsible for leaving the facilities as they are found.
 - a. Leave the rooms in its original order.
 - b. Take trash with you. **DO NOT** use the garbage containers in the parking lot.
 - c. **TURN OFF LIGHTS** and **HEAT** in bathroom facilities.
 - d. Return equipment to its proper place.
2. Accept responsibility for any damage caused to the building. The cost of broken or damaged items shall be determined by the church and replacement cost assessed to users.
3. Agree not to hold the First Baptist Church of Mansfield responsible for any accidents or damages during the use of the facilities.
4. If decorating, no nails, thumb tacks or tape shall be used. Decorations should be in a manner suitable for a church building; designated person(s) should take down decorations afterwards.
5. Confine your group to the assigned (rented) area.
6. Children and youth must be supervised at all times and not allowed to roam the facilities.
7. If these conditions are not upheld an additional fee may be charged.