

First Congregational Church of Fresno

United Church of Christ

2131 North Van Ness Boulevard

Fresno, CA 93704

559.227.8489

Facilities

at

The Big Red Church



Latest Revision: Spring 2016

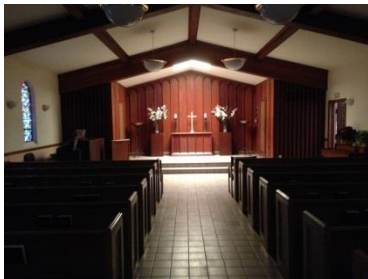
WEDDINGS, MEMORIALS & CONCERTS

SANCTUARY



FACILITY	MEMBER RATE	NON-PROFIT	FOR-PROFIT	DEPOSIT
Includes: <ul style="list-style-type: none"> • Communion Table • Basic sound system • Altar linens and candles available for rental • Seating for 320 people 	\$150	\$350	\$600	\$500

MINTURN CHAPEL



FACILITY	MEMBER RATE	NON-PROFIT	FOR-PROFIT	DEPOSIT
Includes: <ul style="list-style-type: none"> • Communion Table • Podium • Seating for 100 people • Altar linens and candles available for rental 	\$75	\$150	\$300	\$250

MEETINGS, RECEPTIONS, EVENTS

FIRESIDE ROOM



FACILITY	MEMBER RATE	NON-PROFIT	FOR-PROFIT	DEPOSIT
<i>Includes:</i> <ul style="list-style-type: none"> • Table and chairs (Options) • Up to 4 round tables and 36 chairs • Up to 4, 8 foot banquet tables and 26 chairs • Food prep area 	\$45	\$90	\$180	\$100

HERITAGE ROOM



FACILITY	MEMBER RATE	NON-PROFIT	FOR-PROFIT	DEPOSIT
<i>Includes:</i> <ul style="list-style-type: none"> • Table and chairs (Options) • Up to 5 round tables and 40 chairs • Up to 5, 8 foot banquet tables and 50 chairs 	\$20	\$40	\$80	\$100

PARLOR



FACILITY	MEMBER RATE	NON-PROFIT	FOR-PROFIT	DEPOSIT
<i>Includes:</i> <ul style="list-style-type: none"> Table and chairs (Options) Up to 5 round tables and 40 chairs Up to 5, 8 foot banquet tables and 50 chairs 	\$45	\$90	\$180	\$100

CLASSROOMS

FACILITY	MEMBER RATE	NON-PROFIT	FOR-PROFIT	DEPOSIT
<i>Includes:</i> <ul style="list-style-type: none"> Table and chairs (Options) Can be used for small mtgs. 	\$40	\$80	\$160	\$100

KITCHEN

FACILITY	MEMBER RATE	NON-PROFIT	FOR-PROFIT	DEPOSIT
<i>Includes:</i> <ul style="list-style-type: none"> Food prep area ONLY Appliance use is an additional cost 	\$25 \$125/Hr to use appliances	\$50 \$125/Hr to use appliances	\$100 \$125/Hr to use appliances	\$300

COMMUNITY HALL



FACILITY	MEMBER RATE	NON-PROFIT	FOR-PROFIT	DEPOSIT
Fellowship Hall <i>Includes:</i> <ul style="list-style-type: none"> • 10 round tables and 80 chairs • Use of the Courtyard • Basic sound system • Podium • Additional tables/chairs available for rental 	\$200	\$200	\$400	\$250
Fellowship Hall - (Theater) <i>Includes:</i> <ul style="list-style-type: none"> • 150 chairs in theater configuration with center aisle • Podium • Basic sound system • Use of Courtyard • Additional chairs available for rental (Max: 300 seats) 	\$250	\$250	\$500	\$250

- Custodian set-up fee required for **Sunday afternoon** events.
- Custodian re-set services required on **Friday and Saturday night** events
- Event Coordinator required for any event not sponsored **and** supervised by a Church Member or Ministry. Member/Ministry must complete all clean-up and re-set if event is on a Friday or Saturday.
- Private security may be required at additional expense for large events.
- Alcohol not permitted on Church Campus unless granted permission by the Church Council. One-day liquor license and servers will be required if approved by the Church Council.

First Congregational Church of Fresno, UCC

2131 North Van Ness Blvd. - Fresno, CA 93704 - (559) 227-8489 - FAX (559) 227-8490

CHURCH FACILITY USE AGREEMENT

Name of Organization:					
Day and Date of Event:					
Event Time:					
Prep. Time Arrival:		Event Start Time:		Event End Time:	
Event may not end later than 9:00PM - All clean-up must be done and party exited by 9:45PM					
Purpose of the Event/Meeting					
Estimated Attendance: #					

"We the undersigned agree to hold harmless First Congregational Church of Fresno, United Church of Christ, as specified in the attached **Statement of Liability**. We understand that the **Statement of Liability** must also be completed and signed before our Facility Use Agreement can be completed."

Name of Responsible Person:					
Title:					
Mailing Address:					
Telephone:		Email:			
Signature:			Date:		

Other Responsible Person:					
Full Mailing Address:					
Telephone:		Email:			

Signature:

Date:

PLEASE READ:

- First Congregational Church of Fresno makes its facilities available for use by the For-Profit and Non-Profit community.
- All groups using these facilities are required to file a contract with the church office, specifying the details of requested use, along with signatures of responsible officers of the organization.
- As of January 1, 2011, it will be mandatory that part of the Facilities Use Agreement include payment for an Event Coordinator who will be on-site as the church's authorized agent.
- A list of costs incurred by the church for the use of particular facilities will be provided as part of this Facilities Use Agreement. The responsible parties agree to pay the rental fees as described herein. The agreed upon amount for rental is to be paid in full by check, cash, or money order 3 weeks in advance of the scheduled date. A refund of advanced payments and deposits, less expenditures, will be provided if an event is canceled.
- Renters must provide a valid rider for liability coverage (See Hold Harmless Agreement, attached).
- First Congregational Church of Fresno also reserves the right to relocate an event to an alternate church space if necessary.
- Whenever use of the pipe organ is requested, American Guild of Organists standards apply in all cases.

First Congregational Church of Fresno prohibits the serving or consumption of alcoholic beverages on the premises without the expressed written consent of the Church Council. NO SMOKING IS ALLOWED INDOORS.

Signature of Responsible Party		Date	
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<i>OFFICE USE ONLY</i>			
Contract Received by:		Date:	
Event Added to Master Church Calendar:		Date:	
Documents Received		Date	Initials
<i>Deposit Agreement</i>			
<i>Hold Harmless Agreement</i>			
<i>Valid Copy of insurance rider to Hold Harmless Agreement</i>			
<i>Set-Up Diagram</i>			
<i>Pipe Organ Request Form</i>			

First Congregational Church of Fresno

United Church of Christ

FACILITY USE FEE SCHEDULE

FACILITY USE

- Custodian set-up fee required for **Sunday afternoon** events.
- Custodian re-set services required on **Friday and Saturday night** events
- Event Coordinator required for any event not sponsored **and** supervised by a Church Member or Ministry
- Private security may be required at additional expense for large events.

FACILITY	MEMBER RATE	NON-PROFIT	FOR-PROFIT	DEPOSIT
Fellowship Hall <i>Includes:</i> <ul style="list-style-type: none"> • 8 round tables and 64 chairs • Use of the Courtyard • Basic sound system • Podium • Additional tables/chairs available for rental 	\$200 / Full Day	\$200 / Full Day	\$400 / Full Day	\$250.00
Fellowship Hall - (Theater) <i>Includes:</i> <ul style="list-style-type: none"> • 160 chairs in theater configuration with center aisle • Podium • Basic sound system • Use of Courtyard • Additional chairs available for rental 	\$250 / Full Day	\$250 / Full Day	\$500 / Full Day	\$250.00
Sanctuary <i>Includes:</i> <ul style="list-style-type: none"> • Communion Table • Basic sound system • Altar linens and candles available for rental 	\$150	\$350	\$600	\$500.00
Minturn Chapel <i>Includes:</i> <ul style="list-style-type: none"> • Communion table • Podium 	\$75	\$150	\$300	\$250.00

FACILITY	MEMBER RATE	NON-PROFIT	FOR-PROFIT	DEPOSIT (Refundable)
Courtyard <ul style="list-style-type: none"> • Included in the price of the Fellowship Hall rental • Available as sole facility rental at these rates • Tables and chairs available for rental to be used in the Courtyard 	\$25	\$50	\$100	\$50.00
Kitchen Includes: <ul style="list-style-type: none"> • Food prep area ONLY • Appliance use is an additional cost 	\$25	\$50	\$100	\$300.00
Fireside Room <i>Includes:</i> <ul style="list-style-type: none"> • Table and chairs • Food prep area 	\$125/Hr to use appliances	\$125/Hr to use appliances	\$125/Hr to use appliances	\$100.00
Parlor <i>Includes:</i> <ul style="list-style-type: none"> • 4 – 8’ rectangle tables • 16 chairs 	\$45	\$90	\$180	\$50.00
Heritage Room* <i>Includes:</i> <ul style="list-style-type: none"> • Tables and chairs • Independent A/C • Sink 	\$45	\$90	\$180	\$100.00
Classrooms 4, 5, & 6 <i>Includes:</i> <ul style="list-style-type: none"> • Tables and chairs • Sink • Classrooms are not included in the rental of the Fellowship Hall 	\$20	\$40	\$80	\$100.00

*Discounts given for regular room use.

SUPPORT SERVICES

SUPPORT STAFF	MEMBER RATE	NON-PROFIT	FOR-PROFIT	REQUIREMENT
Event / Wedding Coordinator	\$25.00 per hour	\$25.00 per hour	\$25.00 per hour	Required for all groups where a church member is not sponsoring AND supervising the entire event. Church Member will be responsible for all job duties of the Event Coordinator including, but not limited to, re-set of furniture, garbage removal, restroom cleaning and floor sweeping/mopping.
Custodial Services	\$25 / Hr (Fee waved if member cleans and re-sets Hall)	\$25 / Hr	\$25 / Hr	<u>Required</u> when additional tables/chairs are used on Friday or Saturday and an Event Coordinator is <u>not</u> contracted. If Event Coordinator is contracted, additional custodial feels will not apply.
Organist	\$150	\$150	\$150	Contact Organist 6-8 weeks in advance of event.
Pastor	\$275 Weddings \$200 Funerals	\$275 Weddings \$200 Funerals	\$275 Weddings \$200 Funerals	Contact Pastor 6-8 weeks in advance of weddings.

ADD ONS

FACILITY	MEMBER RATE	NON-PROFIT	FOR-PROFIT	DEPOSIT
Round table with 8 chairs	\$5.00	\$5.00	\$10.00	\$50.00
8' Rectangle Table	\$5.00	\$5.00	\$10.00	\$50.00
Folding Chairs	.50/each	.50/each	.50/each	
Padded Chairs	.50/each	.50/each	.50/each	
Table Cloth				\$50.00
Cream	\$5.00/each	\$5.00/each	\$8.00/each	
Green	\$5.00/each	\$5.00/each	\$8.00/each	
Burgundy	\$5.00/each	\$5.00/each	\$8.00/each	
Black	\$5.00/each	\$5.00/each	\$8.00/each	
40-Cup Coffee Urn	\$10.00	\$15.00	\$20.00	
Punch Bowl	\$5.00	\$10.00	\$15.00	
Drinking Glasses	.25 / each	.25 / each	.25 / each	
Coffee Mugs	.25/each	.50/each	.50/each	
Clear Glass Snack Plates	.50/each	.50/each	.50/each	
Clear Glass Vases (Empty)	\$1.00 / each	\$1.00 / each	\$1.00 / each	
Use of Stage and Lighting	\$40.00	\$40.00	\$40.00	

ROLE AND FUNCTION OF THE EVENT COORDINATOR

Compensation: \$25.00/hour

The Event Coordinator at The Big Red Church will provide the following services:

1. Meet with the Person/Persons holding the event to coordinate a schedule for entrance and exit from the church facilities. This schedule may also include the delivery of flowers, decorations or meeting materials as needed.
2. **SANCTUARY / CHAPEL:** Event Coordinator (EC) will be on-site throughout the event to facilitate the success of the event, answer questions, and protect the assets of the church. EC will manage the lights, sound, heating/cooling, and electrical systems. EC will remove the Red Registration Packets from the pews before the event, and replace them at the conclusion of the event. EC will inspect pews for garbage, empty all trash receptacles, and clean all areas outside of the Sanctuary. EC will sanitize and mop all restroom facilities that were used during the course of the event. EC will insure that all doors are securely locked and that the security system is engaged at the conclusion of the event.
3. **FELLOWSHIP HALL:** Event Coordinator (EC) will be on-site throughout the event to facilitate the success of the event, answer questions, and protect the assets of the church. EC will manage the lights, sound, heating/cooling, and electrical systems. EC will be available to solve any on-site plumbing problems. EC will be responsible for calling the Fresno Police or Fire Departments in the event of an emergency situation. EC will empty all garbage receptacles at the end of the event. EC will sanitize and mop all restroom facilities that were used during the course of the event. EC will sweep the floor and reset the tables and chairs back to "Coffee Hour" configuration if alterations to this set up were used for the event (Friday and Saturday Events Only). EC will make sure that the kitchen is left clean, all appliances are off and safely stored, and that all food that may have been brought in is removed. EC will insure that all doors are securely locked and that the security system is engaged at the conclusion of the event.
4. **PARLOR / HERITAGE ROOM / CLASSROOMS:** Event Coordinator (EC) will be on-site throughout the event to facilitate the success of the event, answer questions, and protect the assets of the church. EC will manage the lights, sound, heating/cooling, and electrical systems. EC will be available to solve any on-site plumbing problems. EC will be responsible for calling the Fresno Police or Fire Departments in the event of an emergency situation. EC will empty all garbage receptacles at the end of the event. EC will sanitize and mop all restroom facilities that were used during the course of the event. EC will sweep and/or vacuum the floors and reset the tables and chairs if alterations to this set up were used for the event (Friday and Saturday Events Only). EC will insure that all doors are securely locked and that the security system is engaged at the conclusion of the event.

CHURCH MEMBERS MAY HAVE THE EVENT COORDINATOR FEES WAIVED UNDER THE FOLLOWING

CONDITIONS: (1.) Member is on-site for the entire event, (2.) Member performs all of the above listed duties of the EC, including clean-up (after all events), and furniture re-set (Friday and Saturday events only). Member can make arrangements for custodial services at a rate of \$25.00 per hour if additional help is needed.