



The Hampton Congregational Church

An Open and Affirming Congregation
 263 Main Street • PO Box 65 • Hampton, Connecticut 06247

Holt Hall Use Fees Revised: 11/15/2011

All rentals must be cleared and booked with the designated contact:
 Melanie Johnston 860-455-9958 or melmack2@gmail.com

Any/all use of the church building must comply with attached user agreement and church policies and be cleared and booked in advance with designated contact. Payment is expected at time of booking unless arrangements are made in advance. The Board of Trustees is responsible for this policy and reserves the right to make any exceptions.

Use of Hall and/or Equipment	Fee
Organization, Non-Member or Commercial Use	\$100/\$75*
Local Non-Profit Organizations <i>Examples:</i> Historical Society, Library Board, Seniors. Others considered on a case by case basis.	\$45
Church Member for personal use	\$35
Sponsored Organizations <i>Examples:</i> Boy Scouts, Cub Scouts, 12 Step Programs	Service projects or donations
Kitchen When (stove/oven) and other kitchen amenities are to be used. Eg meal preparation, warming of food in ovens, baking etc.	\$25 additional if rented in conjunction with Holt Hall rental. \$50.00 if rented alone.
Large screen television	A security deposit of \$200 and a surcharge of \$35 is required for use of the large screen television in Holt Hall. The television <i>is not</i> available for rental off site. Transport of the TV from the lower level to the upper level must be done under the supervision of a designated church member.
Tables & Chairs for use off site	\$10.00 for each table \$.50 for each chair. There is no charge for the following use: Non profit, town sponsored events eg Memorial Day PHHS events Members for their own use For no charge situations, donations gladly accepted!

*A reduced of rate will be granted for an organization booking and using a series of 6 or more events in a 12 month period.

Any request for rental of the sanctuary/meeting house must be submitted to the Diaconate for review and approval. Please contact Karen Burnham, Chair: 860-455-0647 or burnham@charter.net .



The Hampton Congregational Church Holt Hall Use Request/User Agreement

This form must be filled out and returned to the designated contact.

Individual or Organization			
Contact Person		Phone	
Description of Event			
Date of Event			
Facilities/Equipment (check all that apply)	<input type="checkbox"/> Holt Hall (includes minimal kitchen use) <input type="checkbox"/> Kitchen Facilities <input type="checkbox"/> Large Screen TV (requires \$200 security deposit) <input type="checkbox"/> Other (specify)		

All users of the Hampton Congregational Church facilities, including Holt Hall and classrooms must agree to comply with the following conditions and restrictions:

1. Organizations or individuals renting Holt Hall for events to which the public is invited wishing to post a sign, must obtain prior approval from the designated contact. The designated contact or the Board of Trustees retain the right to refuse signage. If a sign is approved it must meet the following guidelines:
 - One sign only
 - It may be a maximum of one (double sided or sandwich board) sign on HCC property
 - It must clearly identify the sponsoring organization
 - It must not contain editorial content or political messages
 - It may be posted for a maximum of 7 days before the event and be removed when the event has concluded.
 - It must comply with all relevant town or state regulations concerning size and placement and must not restrict the view of any permanent or temporary signs advertising HCC events.
2. No consumption or sale of alcoholic beverages is permitted.
3. Attendance may not exceed 150 persons.
4. Use of the large screen TV must be authorized in advance and a responsible person designated to operate and ensure appropriate use of the equipment. The television may not be removed from Holt Hall, removed from its cart, or elevated by any means. A \$200 security deposit is required.
5. HCC will provide trash bag liners and basic kitchen/bathroom supplies. Users must supply their own consumable paper goods as well as food, drinks, and snacks.
6. At the conclusion of each activity, a building/kitchen checklist (located in kitchen) will be completed and signed by the person responsible for the event or activity.
7. Users may will be subject to additional fees for the cost of any damages to the hall or equipment or in the event of special cleaning services required.

Signature of responsible party/Contact person

Date

