



Today's Date: _____

Funeral Building Use Policy:

All scheduling and planning of funerals at First Congregational church are to be arranged by the pastor.

Building Use Fees for funerals apply to both church participants and non-participants. A participant of this church is defined as: a person having any involvement in any of the ministries, events, or programs of the church. An adult child of a church participant is considered a participant of this church.

Fees for the pastor or organist are to be made out to each employee individually and paid in the church office prior to the day of the funeral. There is no required fee for the pastor for church participants, however, our recommended minimum is \$200.00. The maximum occupancy for a Funeral is 200 people.

General Use Policy:

The facilities of First Congregational UCC of Charlevoix are for the ministry and programs of the church.

Our facilities are also available for use by church participants and the community for weddings, funerals, musical rehearsals and performances, meetings, and other uses that do not conflict with our church's ministry or programs.

Any group requesting to use our facilities must be represented by an individual who is responsible for submitting an application to use the facility. The individual must agree to the building use policy, paying all applicable fees, and ensure that the building use policy is followed.

The Board of Trustees shall delegate the review of applications for non-church related activities and events to the Office Manager/Pastor except for unusual or challenging requests.

Weddings and funerals will be at the discretion of the pastor, with consideration given to previously scheduled church activities and events.

The sanctuary is our worship space. Any moving or rearrangement of the furniture, altars, risers, piano, organ, etc. must be approved by the Pastor or custodian. The pastor or a custodian must be on hand to supervise both the rearranging and restoring of the sanctuary.

The rearranging of tables and chairs in our Fellowship Hall or other rooms for non-church-sponsored activities must be approved by the pastor or custodian. They must be restored to their former locations or properly stored following the activity.

Any trash, waste, debris, garbage, etc. generated by a non-church-sponsored activity must be collected and removed from the church premises.

No alcoholic beverages are allowed on church property without written permission of the Board of Trustees, and smoking, including vaping, is prohibited anywhere inside our facilities or within 50ft of the building.

Kitchen Use Policy:

No food preparation may be done in our kitchen for non-church-sponsored. If food is to be served in Ransom Hall, it must be catered or brought in.

A deposit is required for use of the kitchen. The deposit is refundable upon inspection of the clean kitchen by a member of the Kitchen Coordinator.

No leftover food is to be left in the refrigerator. Stray items, such as dishes, left in the kitchen will be removed after 3 weeks and given to the Rainbow Shoppe. Any trash should be bagged and removed to the dumpster in the garage.

Please observe kitchen rules posted in the kitchen.

Adult supervision is required for young people under 18 to use the kitchen.

Items borrowed from the kitchen will have to be signed out in the church office in a special book that is for this purpose. The date of borrowing, name of the borrower, and time of return will need to be noted in the book. Nothing should be borrowed for more than one week.

Church Key Sign-out

Date: _____

Full Name: _____

Name of Organization: _____

Phone: _____ Email: _____

Entry Key Admin Office Key Other

Date(s) of Use: _____

Recipient Signature: _____

Date key(s) Returned: _____

Church Representative Signature: _____

Email: _____

Address: _____

Full Name of Deceased: _____

Name of Cemetery and/or Funeral Home: _____

Funeral Services Requested: ___ Funeral Service & Luncheon ___ Funeral Service only (no luncheon)
___ Luncheon Only

Are you a church participant?

___ Yes ___ No

Will admission be charged?

___ Yes ___ No ___ Tickets ___ Volunteer Donation

What Rooms would you like to reserve?

___ Sanctuary ___ Ransom Hall ___ Kitchen (see Kitchen Use Policy)
___ Other- Please explain below

Equipment Needed:

___ Speaker System ___ Video Screen ___ Podium ___ Tables and Chairs ___ None

If tables and chairs are needed, please explain (or draw) how chairs are to be arranged- there are 8 chairs to each table.

Do you need assistance setting up? If yes, please explain below:

Building Use Fee Schedule:

Service Requested	Church Participant	Non-Participant
Sanctuary (funeral use)	None	\$150
Ransom Hall**	None	\$200
Kitchen Use Deposit (refundable)**	\$50	\$100
Pastor (payable directly to provider -Toby Jones)	Recommended min \$200	\$350
Organist (payable directly to provider – Shelley Fisher)	Recommended min \$175	\$225
Soloist (payable directly to provider – TBD)	Recommended min \$100	\$175
Sound System, if applicable	Recommended min \$50	\$50
Custodian*	\$75	\$100
Secretarial Fee, if applicable	\$50	\$75
Funeral Bulletin Design & Printing	\$50	\$75
TOTAL DUE TO CHURCH		
Sound System Engineer, if applicable (Payable directly to provider): <i>TBD</i>	\$50	\$75
TOTAL DUE TO PROVIDERS		

* *Mandatory for all events*

***Mandatory if Kitchen will be used in any way, or if any food will be served in Ransom Hall*

Any appeal to this policy will be referred to the Board of Trustees.

Monies can be paid by check in person or by mail. No cash please.

Deposit(s) are due prior to reservations being finalized. The total amount is due prior to the day of the event. Monies can be paid in person or by mailing a check. Monies paid on or after a funeral must be approved by the church pastor prior to the day of the funeral.

Please make checks payable to:

1st Congregational UCC
101 State Street
Charlevoix, MI 49720

Please be sure to reference your reservation in the memo section.

Payments to individuals such as the Pastor or Organist should be made out to the person directly. Please contact church office for provider details.

If you have questions, please contact us at 231-547-9122 or you can email the office manager at office@chxuucc.org

Total Cost Due: (see fee schedule) _____

Name of responsible person: _____

<i>Church Use Only</i>	
Approved By: _____	Date: _____