



1st Congregational UCC

Opening the Doors of Possibility

An Open & Affirming Church



FUNERAL USE FORM

Today's Date: _____

Funeral Date: _____

Deceased Name: _____

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 are to be made out to them personally and paid directly to them. All other fees are paid to the church, payable to **1st Congregational UCC**, and paid in the church at the time of booking. 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 for, or brought in.

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: _____

Contact Person Responsible:

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

Who will officiate the service if not the church pastor? Please give contact information below:

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 (Check Each Service Wanted)	Church Participant	Non-Participant
Sanctuary (funeral use)	None	\$150
Ransom Hall**	None	\$200
Kitchen Use	\$0	\$100
Kitchen Coordinator, if applicable)	\$50	\$75
Organist	\$125	\$175
Soloist	\$125	\$175
Sound System, if applicable	\$50	\$75
Sound System Engineer, if applicable (Payable directly to provider): <i>TBD</i>	\$50	\$75
Custodian*	\$75	\$100
Secretarial Fee, if applicable	\$50	\$75
Funeral Bulletin Design & Printing, if applicable	\$50	\$75
TOTAL DUE TO CHURCH (Include ALL checked items)		
Pastor (payable directly to Toby Jones)	Suggested minimum \$200	\$500
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, either in person or by mail. No cash please.

Payments are due at time of booking. Monies can be paid in person or by mailing a check. Two checks should be submitted. One payable to **1st Congregational UCC** for all services requests, including Sanctuary and Hall use. The second should be made payable to the Pastor, Toby Jones. If you are having a pastor other than Pastor Jones, please give that check directly to that pastor.

Please make checks payable to:

1st Congregational UCC
 101 State Street
 Charlevoix, MI 49720

Please be sure to reference your date and function in the memo section.

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

Total Cost Due to Church: _____

Signature of responsible person(s): _____ Date: _____

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