

Pilgrim Congregational Church

United Church of Christ
P O Box 993183 - 2850 Foothill Blvd.
Redding, CA 96099-3183
telephone: (530) 243-3121 - email: pilgrim@shasta.com

Application for Building Use

Date of Event: _____ Event Name or Reason for Use: _____

_____ Contact Person: _____

Time of Event: _____ Mailing Address: _____

_____ Phone Number: _____

Check if event is organized by a 501C3 organization

Number to Attend: _____ Room(s) requested: _____

Fees: For use of the church by a non-profit group, community event, concert or class where an admission or ticket fee is charged, a **10% donation of gross receipts** raised shall be contributed to Pilgrim Church. There is a **\$25 key deposit & a \$25 Cleaning Fee**. Both will be mailed to the address listed above when the key is returned to the church office and the terms of the contract have been met. **If you will be using the sound system, the use and payment of a Sound Operator is required.**

| | | | | | |
|----------------|------|--------------------------|--------------|-------|--------------------------|
| Sound Operator | \$50 | <input type="checkbox"/> | Pianist | \$125 | <input type="checkbox"/> |
| Sound System | \$50 | <input type="checkbox"/> | Key Deposit | \$25 | <input type="checkbox"/> |
| | | | Cleaning Fee | \$25 | <input type="checkbox"/> |

Total: _____

Compliance: Any group or organization granted use of the church facilities will comply with the following conditions:

1. CONDUCT: of all persons present in the church for that approved activity is your responsibility.
2. CLEAN UP: after EACH event, this is your responsibility. If additional cleaning is required, you will be contacted for billing an additional amount.
3. CHAIR POLICY: Room is to be left as found.
5. FURNISHINGS AND EQUIPMENT USED: need to be returned to the proper place or replaced.
6. KEYS TO THE CHURCH: the person specified on the application is responsible for use and return. The key deposit will be refunded upon the return. **The Contact Person will pick up a key to the buiding from the Office Manager before the event and during office hours: M-Th 8:30-3pm.**
7. VACATING THE CHURCH: Very important, please note: Applicant is responsible for the building.
 - a. All interior and exterior doors are to be closed and KEYED DOORS to be locked.
 - b. All lights are to be turned off *except* the hall light by the staff offices.

Rules and Regulations:

1. Smoking is not allowed.
2. Alcoholic beverages are not to be used except for the use of wine or beer.
3. Decorations or usage that might damage the aesthetic nature or function of the church is

not permitted. The "Be the Church" banner located in the Sanctuary should not be removed, as it is a part of the building's identity.

4. Any function, use or activity having a politically partisan nature is not permitted.
5. "Commercial" use is not permitted.

Kitchen use: If for multiple use, the group should receive survey of the kitchen.

1. All equipment used is to be cleaned and returned to its place.
2. Floor is to be washed.
3. Counters, ovens, microwave, stove top and refrigerator to be cleaned.
4. All waste to be placed in trashbags and taken to bins outside.
5. No kitchen utensils are to be used for craft purposes.

Group Representative:

Accepted by: _____
Signature Date

Office Manager & Facilities Coordinator:

Accepted by: _____
Signature Date

Please detach this form and submit to Pilgrim Congregational Church after the event. All deposits will be held until it is received by the church office.

Contact Name: _____

Event Name: _____ Event Date: _____

Total Gross Receipts if Applicable: _____ 10% of Gross Receipts: \$ _____

of people that attended: _____

Additional comments: _____

