PILGRIM CONGREGATIONAL CHURCH
UNITED CHURCH OF CHRIST
P O Box 993183 | Redding, CA 96099-3183 | 2850 Foothill Blvd.
email: office@pilgrimchurchredding.org

Application for Building Use (Non-Profit)

☐ Monthly Use
☐ Weekly Use
☐ Single Use
Date of Event: ______________________

Time of Event: ______________________

Contact Person: _________________________________________________
Event Type: _________________________________________________
Mailing Address: _________________________________________________
Phone Number: _________________________________________________

Fees

<table>
<thead>
<tr>
<th></th>
<th>Non-Profit</th>
<th></th>
<th>Non-Profit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sanctuary</td>
<td>$175</td>
<td>Musician</td>
<td>$125</td>
</tr>
<tr>
<td>Fellowship Hall</td>
<td>$100</td>
<td>Security Deposit</td>
<td>$100</td>
</tr>
<tr>
<td>Fireside Room</td>
<td>$50</td>
<td>Sound System</td>
<td>$25</td>
</tr>
<tr>
<td>Kitchen</td>
<td>$50</td>
<td>Sound Operator</td>
<td>$50</td>
</tr>
<tr>
<td>Key Deposit</td>
<td>$25</td>
<td>Chair Moving</td>
<td>$100</td>
</tr>
<tr>
<td>Weekly Room Use (per month)</td>
<td>$20</td>
<td>Minister (Ask Minister)</td>
<td></td>
</tr>
</tbody>
</table>

Total ________

The security deposit and key deposit 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 the sound system is used, we require that a Pilgrim sound operator be paid for the event as well as the sound system use fee. An honorarium is suggested for the Pastor for their contribution to services and ceremonies. This is not included in the building use fee and is given directly to the Pastor.

For members of Pilgrim Congregational Church, the building use fee is waived, but fees that pay individuals who provide their services (Musicians, Custodian for chair moving, Sound Operator) are still required.

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 unless “Chair moving” service is purchased.
4. **FURNISHINGS & EQUIPMENT USED:** need to be returned to the proper place or replaced.

5. **KEYS TO THE CHURCH:** the person specified on the application is responsible for use and return. Do not mark building keys as being for Pilgrim Congregational Church in case a key is lost.

6. **VACATING THE CHURCH:** Applicant is responsible for the security of 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 in the building.
2. Alcoholic beverages may be served, however, only wine and beer are permitted. The sale of alcohol requires a license, to be applied for and arranged by the event organizer. Proof of license must be sent to the Office Manager prior to the event.
3. Decorations or usage that might damage the aesthetic nature or function of the church is not permitted. The “Be the Church” banner in the sanctuary shall not be removed.
4. Any function, use or activity having a politically partisan nature is not permitted.
5. Any concerts or other fund raising activities that involve use of the church building and property will require a separate contract. This will be customized to the nature of the event and will include insurance and 501(c) 3 considerations.

**Kitchen 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 trash bags and taken to bins outside.
5. No kitchen utensils are to be used for craft purposes.

**Sound System Use:**

1. **Only Pilgrim Church Sound Operators will be allowed in the sound booth. At no time are the system’s controls to be adjusted by anyone other than Pilgrim Church Sound Operators. Payment for a Pilgrim Sound Operator is required for use of the sound system.**
2. Two handheld mics are available.
3. Two lavalier mics are available. These can be clipped on clothing of the speakers.
4. It is possible to provide sound to the Fellowship Hall without it being broadcast to the Sanctuary, and vice versa.
5. Music can be played from a CD at any volume for background effects at any time during the event.

**Event Organizer:**

Accepted by: ____________________________  ____________________________

Signature Please print

**Office Manager:**

Accepted by: ____________________________  ____________________________

Signature Please print

Updated: May 2021