



BARRINGTON CONGREGATIONAL CHURCH
United Church of Christ

461 County Road, Barrington RI 02806

Phone: (401) 246-0111 Email: office@bccucc.org Website: www.bccucc.org

Facility Manager: samsylvester28@gmail.com

REQUEST FOR BUILDING USE BY AN OUTSIDE GROUP

*Please complete and return pages 1 & 2 to our Facilities Manager at samsylvester28@gmail.com
- and copy to the church office office@bccucc.org - at least 7 days prior to use.
Rental requests cannot be considered until forms are received. Thank you.*

Date of Application: _____

Applicant's Name: _____

Email: _____

Phone #: _____ Cell # _____

Street Address: _____

Applying on behalf of an Organization or Group which is Private/Profit OR Non-Profit

Name of Organization or Group: _____

Purpose of Rental: _____

Space Requested: _____

Requested Date(s) of Use: _____

Hours of Use (include setup and breakdown): _____

Expected Attendance: _____

Responsible Party (if different from applicant): Church Member? Yes No

Name: _____

Email: _____

Phone #: _____ Cell # _____

Street Address: _____

No alcoholic beverages are permitted at any time on church property

Lessee refers to anyone using space at the church, whether required to pay a rental fee or not.

RENTAL POLICY

1. Lessee, if representing a group that has insurance, will provide evidence of insurance naming Barrington Congregational Church as an additional insured. We are requiring all Lessee's to have insurance.
2. Lessee will be financially responsible for any damage caused by use of the premises including the cost of collection and attorney fees. The Lessee is responsible for notifying the church of any violations of this contract including damages to the premises and actions taken to correct such violations.
3. Lessee agrees that no smoking will be allowed in the BCCUCC building and that no alcoholic beverages or controlled substances will be served or available during the leased period.
4. Lessee will not make any unlawful or improper use of premises, permit any objectionable noise, permit anything to be done that creates a nuisance or remove any items other than those provided by the lessee from the premises. Lessee will not display flyers, signs or advertisements without approval by the church's designated agent. If these provisions are violated, the full deposit may be forfeited up to the value of the items, repairs or legal actions.
5. This Property Lease Agreement is not assignable except with express written permission and agreement by the church's designated agent.
6. In the event of suit or other legal action against BCCUCC, its trustees officers, employees or assignees, which may result from the leasing of the premises, Lessee agrees to defend and indemnify BCCUCC for all damages and costs incurred including attorney fees and the cost of defending said action.
7. Lessee agrees to submit to BCCUCC a deposit of \$ _____ at the time of the signing of this Agreement. BCCUCC agrees to refund the deposit within 30 days of the date the premises are leased except for such amounts that are compensation, in whole or in part, for damages to the premises, cleaning or late fees or for missing or damages to the extent of their value. Lessee agrees that, if this deposit is not sufficient to pay for such costs, he/she will pay BCCUCC within 15 days any additional amounts for which Lessee is liable under the terms of this Agreement including the cost of collection.
8. Lessee agrees to abide by the COVID safety requirements in place at the time of use.

Lessee has received and read a copy of the Rental Policy and Safe Church Policy requirements, agrees to abide by same and understands that **FAILURE TO ADHERE TO THESE POLICIES WILL RESULT IN FORFEITURE OF ALL OR PART OF THE DEPOSIT.**

LESSEE Signature: _____

IN WITNESS WHEREOF, THE PARTIES HAVE EXECUTED THIS agreement and any signature(s) are by authority of the persons or proper governing body of the organization.

LESSEE: (Please print signer's name) _____

Signed: _____ Date: _____

LESSOR: (Please print signer's name) _____

Signed: _____ Date: _____

SUMMARY OF FEES / RENTAL REQUEST

Fellowship Hall & Terrace:

Private/For Profit \$300.00 per use Non-Profit \$200.00 per use

Classrooms: \$60.00 per classroom per use How many classrooms? _____

***Library or Vestry** \$200.00 per use

* Note: These two spaces may only be rented with special permission

Custodial Requirements: \$50.00 per custodial hour

Please indicate if you need our custodians to do any set up or break down of tables/chairs in Fellowship Hall.

Set Up Break Down Clean Up[#]

[#] Note: If the building has been open to the public for an event of any sort then our custodians are required to come in to clean up for a minimum of 1 hour. We will calculate how many hours of custodial time will be needed for your rental based on our experience and get back to you. It is usually no more than 2 hours.

Dumpster Fee:

If your event produces a large amount of trash that requires us to have an additional emptying of the dumpster, you will be expected to pay for that additional emptying.

(Office Use) Total Fees: \$ _____ * plus an additional \$ _____ for custodial service **

*A 50 % Deposit is required with the signed contract and certificate of liability (when applicable).

A separate check for the Damage Deposit of **\$250.00** is required as part of the balance due prior to the event and will be returned subject to inspection of coordinator.

The balance of the rental is due one week prior to the event. Checks should be made payable to 'Barrington Congregational Church'.

** Please pay the custodial fee separately. We have more than one custodian, so if paying this fee by check, please contact the church office to find out who the check should be made out to.

Office Use Only

Approved By: _____ on _____ (date)

Copy of Insurance Certificate _____ Total # custodial hours _____

Rental Fee: _____ Custodial Fee: _____

Deposit (50% down) _____ Paid _____

Balance of: _____ Due: _____ Paid _____

Key code given to: _____ Date: _____

Security deposit: _____ Returned / Shredded on _____ (date)

Use of Barrington Congregational Church Property

We are pleased to have you use our facilities and ask that you help us keep them secure and in good condition by reading and carrying out the following instructions. Failure to follow them could result in the forfeiture of your damage deposit and future building use being denied.

1. Please be certain all outside doors are latched and locked when you leave.
2. Please leave everything in the location in which you found it and arranged as it was.
3. Please be sure classroom doors are closed, shades raised, windows closed, hallway doors closed, etc. when you leave.
4. Leave all food surfaces thoroughly clean.
5. Put trash in the bins. Please put recycling in the large green recycling container.
6. Turn down heat and turn off all lights. Be especially attentive to the foyer bathroom lights and the lights on the posts in Fellowship Hall (facing County Road).
7. Report any breakage or property damage as soon as possible to the Facility Manager.
8. Please leave the premises as clean as you found it.
9. We request that all who use our facilities follow our Safe Church Policy as outlined on the next page (page 5)

Thank you for your cooperation!



For use of the building outside of requested times

IMPORTANT NOTE:

If you use the facility on a regular basis and want to use it outside of the agreed upon day and time, you **must** contact the church office at office@bccucc.org to check on availability and receive permission.

It is important that we know who is in the facility at any given time. Thank you.

SAFE SPACE POLICY

Guidelines for the Care of Children, Youth, and Adults

Barrington Congregational Church, UCC

1. **The Two Adult Rule**
 - All children and youth shall be under the care and supervision of two adults, one of whom may be a high school aide who is at least 5 years older than the children.
 - No adult working with children or youth should be alone with a child or children.

2. **Reporting Responsibilities**
 - Any inappropriate conduct or relationship between an adult worker and a child or youth shall be promptly reported to a member of the Ordained Clergy, Chair of the Governing Board (401-246-0111), or organizational leadership.
 - If the inappropriate behavior involves any form of sexual or physical abuse, the Department of Children, Youth, and Families shall be contacted immediately. (1-800-RI-CHILD).
 - Incident report forms for accidents, injuries, or medical situations are available on the Bulletin Board outside Faith Formation Director's office. First Aid kits are in the kitchen.

3. **Bathroom Supervision of Children**
 - Bathroom doors are to remain latched OPEN at all times.
 - Any adult who accompanies a child/children to the bathroom should remain outside the bathroom while the child/children is/are inside.

4. **Discipline**
 - The purpose of discipline with children and youth is to maintain order in a manner consistent with the teaching of Christian responsibility, respect, and cooperation.
 - Adults helping with children are encouraged to support children through positive communication. Listen to the child, communicate expectations of appropriate behavior clearly, and give alternative choices.
 - Verbal reprimands shall not include destructive criticism, insult, profanity, or shouting.
 - Setting boundaries and role modeling is the responsibility of the adults.

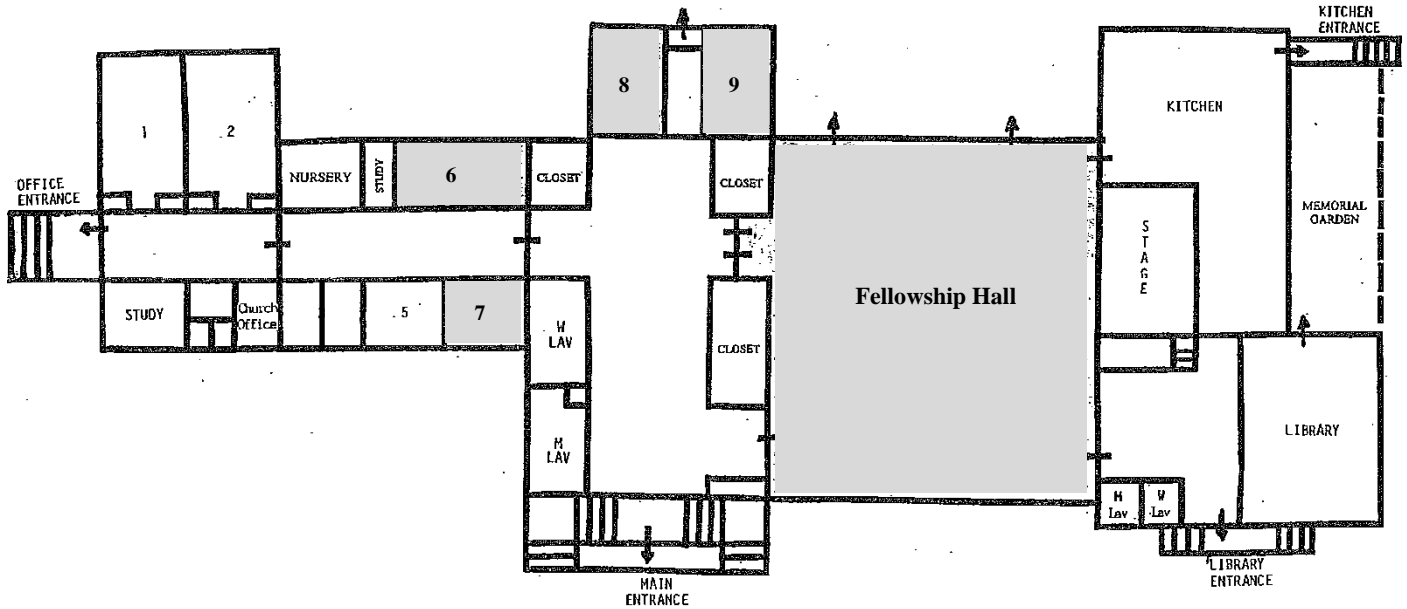
5. **Leaving and locking**
 - When children or youth are involved, the last three people, including the staff person locking the door, will leave the church together. Avoid situations where one adult and one youth or child are left at the church door waiting to be picked up by parents at the end of an evening activity. Parents need to respect concluding times.

6. **Drugs, tobacco, alcohol**

The use of any drugs, tobacco, inhalants, or alcoholic products on or in church facilities is not permitted.

Safe Space Policy for Renters updated 7/30/24

FLOOR PLAN of the Education Building



Spaces available for rent are shown shaded on the floor plan above.

Maximum capacity (see additional notes below)

Fellowship Hall	250 #
Room 6	30 *
Room 7	12
Room 8	12 **
Room 9	12

Fellowship Hall capacities:

- With no furniture, max. capacity (per RI Fire Code) is 250 people.
- With chairs set up lecture-style approx. 200 people
- With tables and chairs set up for a dinner, it can hold up to 12 banquet tables, each seating 10 people maximum = 120 people, or 8 people more comfortably per table = 96.

Rooms 6, 7 and 9 are set up with tables and chairs for holding meetings.

** Room 8 is not set up for meetings, but tables and chairs can be added if needed.

* Room 6 can fit 16 people around the tables for a meeting, but by removing the tables it could hold up to 30 people in a lecture type setting.

If you have any questions about the information contained in this packet of materials please contact the Facility Manager at samsylvester28@gmail.com.