

Building Usage Fee Schedule Contract
First Congregational Church of Madison

Name of Organization _____

Date of Event _____ Time In _____ Time Out _____

Contact Person _____ Phone _____

MEETINGHOUSE: Events in the Sanctuary (Requires Diaconate approval)

Meetinghouse	\$200.00	_____
Undercroft	\$100.00	_____

FRANKLIN A. BOWER CHURCH HOUSE

Chapel	\$100.00	_____
Angela Hubley Hall	\$150.00	_____
Activities Center/ Pool Room	\$100.00	_____
Other Classrooms – per room rate	\$30.00	_____

Total Cost of Building Usage _____

NO Alcohol is allowed on Church property

NO Smoking is allowed on Church property

*Total cost of building usage is expected 2 weeks prior to the date of your event.

Payable to: First Congregational Church of Madison
26 Meetinghouse Lane
Madison CT. 06443

ADDITIONAL FEES

Sexton/ Facilities Manager:

\$25.00 per hour

Fees apply **before & after** regular office hours. (2 hour minimum charge)

Fees will include time required before and after the event.

Sexton will submit his fee to contact person at the end of the event

Payment will be expected at that time.

Please make check payable to Walter Stone

Dishwasher

\$50.00

Fee incurred when using Church china/ dishes – Church hires dishwasher on behalf of the organization

Payment expected at the time of event

Please make check payable to Lois Ashman

Please Note: For any damage that may occur to the buildings or property,
the Church will make the necessary repairs or replacements and bill the organization.

Signed and Dated: (for organization) _____

Signed and Dated: (for Church) _____