

**First Congregational Church of Madison
26 Meetinghouse Lane
Madison, CT 06443
(203) 245-2739, ext. 10**

BUILDING USE FEE SCHEDULE

Contact the Office for more details
203-245-2739 x-10

MEETINGHOUSE - Events in the Sanctuary require Diaconate approval \$250.00/ day

FRANKLIN A. BOWER CHURCH HOUSE – Hubley Hall \$150.00/ day
Hubley Hall/Gratis Use w/Kitchen \$50.00/ day
Parlor \$50.00/ day

**Total cost of building usage is expected 2 weeks prior to the date of your event.
Payable to: First Congregational Church of Madison**

SEXTON/ FACILITIES MANAGER - \$35.00 per hour

Fees apply before and after regular office hours. Fees will include time required before and after the event. There is a 2-hour minimum charge. Sexton will submit his fee to the contact person at the end of the event. Payment will be expected at that time. Please make check payable to Walter Stone.

INSURANCE REQUIREMENT -

Insurance is required for all activities taking place at FCC. The user agrees to provide a Certificate of Liability insurance naming the church as an additional insured while using the church's facilities. Such insurance shall provide coverage for 1 million dollars per incident and 2 million dollars total coverage.

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, group or individual holding the event.

As a Reminder:

No Alcohol is allowed on Church property

No Smoking is allowed on Church property

Lilies are prohibited

Styrofoam is prohibited

Recyclable bins are located in the kitchen for clean up