



Building Hours for special functions/events:

Tuesday-Friday, 9:00 a.m. to 9:00 p.m. (Saturday-Monday by special arrangement only)

The building is CLOSED on the following holidays:

New Year's Day	Martin Luther King Jr. Day	Memorial Day	Fourth of July
Labor Day	Thanksgiving Day	Christmas Day	

All groups are expected to adhere to the building hours as set forth in this policy. Requests for building usage exceeding these times would require special arrangements for access and custodial time.

The church office is responsible for the scheduling of the church calendar and will process all requests for building usage. The attached form and the damage deposit **MUST** be submitted before any event may be held. However, only one form is necessary for a series of similar events.

Terms for usage of facilities

- Alcoholic beverages are not permitted in the building or on any of Plymouth property.
- Smoking is not permitted in any area inside of the building or within 20 feet of any entrance to the building.
- All areas are to be left in the same condition as they were found.
- Any group (or caterer) using a kitchen, either upstairs or in the Youth Lounge, is responsible for cleanup including: washing dishes, sweeping floors, wiping down tables and countertops, and taking out the (non-recyclable trash in securely tied bags).
- No leftover food of any kind should remain on the premises after the event without prior agreement.
- Plymouth is a "Green Church." Use of washable and or recyclable items is strongly encouraged.
- All groups are expected to use the recyclable containers for disposal of glass, aluminum, steel, plastics 1 & 2, Styrofoam, paper and cardboard.
- Our facilities may be made available to members as well as philanthropic and/or charity groups at a minimal charge, as long as that use does not increase the workload of the office/custodial staff and /or costs to the church.
- The church reserves the right to require a **damage deposit (\$125 in advance)** for any scheduled event. Any group using the facility *will be held liable for any damages*, which occur during the activity/event. Some events may require filing proof of insurance forms to protect the church.

- Groups meeting on a regular basis are requested to submit their schedule for the following fall/spring calendar by **May 1**.
- Groups will be charged for every meeting scheduled. If an event is cancelled less than 24 hours before the scheduled time, the **damage deposit will not be refunded**.
- The Minister of Music must approve the use of any musical instruments and equipment.
- Rental and use of the A/V equipment in the sanctuary must be approved by a Plymouth person designated to operate that equipment.
- If for any reason you need to cancel your event(s), you are responsible for calling the office at
(260) 423-9424.

The undersigned agrees to the receipt and to the terms of building usage as outlined in the Building Usage Policy and hereby accepts responsibility for the adherence to the policies by all members and guests of the group/organization

Signature _____

Today's Date: _____

*Contact Name (print) : _____

*Phone #1: _____ Phone #2 _____

*Email: _____

Anticipated Number Attending event: _____

Purpose of Function: _____



Plymouth Congregational Church of Fort Wayne

UNITED CHURCH OF CHRIST

501 West Berry Street * Fort Wayne, IN 46802

Tel. (260) 423-9424 * www.plymouthfw.org

Building Use Fees Schedule

<u>Fee</u>	<u>Amount</u>	<u>Notes</u>	<u>Paid Date</u>	<u>Staff Initials</u>
Damage Deposit	\$125.00			
Security Deposit	\$ 75.00	Per one required staff member, minimum		
Minimal Custodial Fee	\$ 75.00			

Facilities Available For Rental

Sanctuary (church)	\$500.00
Folsom Room (main floor)	\$200.00
Chapel (main floor)	\$100.00
Mayflower Room (main floor)	\$ 50.00
Oasis Room (main floor)	\$ 50.00
Amistad Room (main floor)	\$ 50.00
Kitchen (main floor)	\$ 50.00
Conference Room (2 nd floor)	\$ 50.00
Classrooms- per room (2 nd floor)	\$ 35.00
Youth Center Lounge (downstairs)	\$ 45.00
Youth Center Kitchen (downstairs)	\$ 80.00

A/V Equipment Rental

Video

A/V equipment (hourly)	\$ 150.00	
Overhead projector	\$ 75.00	
TV/DVD player	\$ 75.00	
Video equipment operator	\$ 75.00	(for first 2 hours; then add \$35/hr.

Audio

Audio equipment usage	\$ 100.00
Audio technician services (hourly)	\$ 30.00

TOTAL



Building Usage Policies

Plymouth Congregational Church of Fort Wayne, UCC is a faith community called to reach out to others through sharing and service. *All groups and organizations* requesting permission to use the Plymouth Church facilities must have the signed agreement for building usage outlining the policies and the responsibilities of the group using the building on file prior to use. The rental of this facility to a group cannot in any way be interpreted as a sponsorship or agreement with the policies of the group.

Kitchen:

- To assist groups in our “green” efforts, the use of dishes, tablecloths, and tableware is included in the rental price.
- All items must be washed and replaced in the specified storage areas, according to instructions.
- Instructions for the dishwasher are posted in the kitchen.
- Instructions for the laundering of tablecloths are available in hardcopy.
- Coffee, Tea and Disposable items, are not included in the rental price.

Folsom Room:

- Set-up includes tables (round or rectangular) and chairs are included in the rental price. A plan for set-up of chairs and tables must be filed 24 hours in advance of the event with the church office.
- The PA system including the microphone is included in the setup if desired.

Classrooms:

- Classroom supplies, markers, paper, printing and copying are not included in the rental price.

Specific markers for the white boards in the classrooms must be requested and returned to the office. Markers not returned will be charged to the renter. Only these special markers should be used on these boards. If ordinary markers are used they will ruin the surface of the boards.

Parking:

The Plymouth parking lot on the west side of the sanctuary is designated as handicapped parking. Additional handicapped spaces are available, as well as general parking, across Berry Street directly north of the church. The area west of the Berry Street entrance is rented to the residents of West Berry Apartments. Any vehicle parked in this area may be towed at the owner's expense. Plymouth Church does not verify (stamp) tickets from other parking lots.



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Building Use Ceremony Fees

Plymouth Church is graced with many members and friends who contribute generously and sacrificially so that our church home building is kept in beautiful and dignified condition. Paying of required fees is your contribution to the stewardship of this sacred space. Preserving the integrity of the sanctuary relies on everyone sharing the responsibility.

A \$50.00 deposit is due when your ceremony date is confirmed on the church calendar by the minister. A check made out to "Plymouth Congregational Church," with "Building Fees" on the memo line, is due *NO LATER THAN* date of rehearsal. Please mark envelope "Ceremony Fees."

Options for Building Use		Paid	Not Paid	Initials
Deposit	\$50.00			
Sanctuary	\$500.00			
Chapel only	\$100.00			
Ceremony Bulletins (per 50)	\$10.00			
Folsom Room (for rehearsal dinner or reception)	\$200.00			
Total				
Minus \$50.00 deposit				
Total Due at rehearsal				

Any sub-contractors *other than church staff* **first** must be cleared with the Minister or Ceremony Coordinator. Checks payable to the following individuals also are due *NO LATER THAN* date of rehearsal.

Personnel Services:	Fee	Paid	Not Paid	Initials
Rehearsal Door Receptionist	\$30.00			
Ceremony Coordinator	\$150.00			
Organist/Pianist	\$200.00			
Minister	\$300			
Custodian	\$100.00			
Audio System Technician	\$75.00			
Video System Technician (unedited)	\$150.00			
Video System Technician (edited)	\$200.00			

Fees are subject to change per the Property Committee of Plymouth Congregational Church.