



First Congregational United Church of Christ

171 West Pulteney Street, Corning, NY 14830

Office: (607)962-7423 Web: www.corningucc.org

E-mail: office@corningucc.org

Church Use Guidelines/Contract

In order to make our church available to your group and others, we ask that you observe the following guidelines:

1. Designate an individual to be the responsible contact with our church. Our Administrative Assistant will contact the Facility Team. They will contact you regarding your request.
2. We ask that your group confine its activities to those rooms contracted.
3. You are responsible for setting up tables and chairs according to your needs. Please pick up chairs and tables rather than dragging them on the floor.
4. Please clean and return tables and chairs to their storage locations and restore our typical set up of four tables in a square with approximately 12 chairs.
5. The kitchen, if used, should be left clean and in good order. Please take your leftovers and garbage with you.
6. Please respect our wishes that smoking, alcoholic beverages, raffles and games of chance are prohibited.
7. Please see that all lights are off and doors and windows are closed and locked after your event.
8. Please return the key promptly after your event is completed.
9. The use of the church for events where admission is charged will not be permitted.
10. It is understood that the church is a congregation of diverse political beliefs and should not be used by groups or individuals campaigning or fundraising for political office.

(over please)



Building Request Form

Date/Dates requested: _____ Start/End Time: _____

Name of Organization: _____

Type of function: _____ # of persons expected _____

Contact Person: _____ Phone No: _____

Address: _____ E-mail: _____

Room/Rooms requested: _____

Set up date and time: _____ (If you need to bring items prior to the event, please check with the church office to see if it is okay to do so.)

Clean-up date and time: _____

Making our church available to outside organizations is an important part of our sense of mission. We are glad you are here. However, future use of the facility is contingent upon responsible actions and your respect for our guidelines. If you accept these conditions, please sign below that you acknowledge the guidelines, date, time and responsibility.

Name: _____ Date: _____

Organization: _____

Facility Team: _____ Date approved: _____

Your request for building use will be determined within two weeks. The offering of building use serves to continue our mission and ministry to the wider community. At the same time, church activities sometimes require the use of the building and will take precedence over public use. We are proud of our church, and it should be appreciated that the church was built and is supported by private donations.

There is no charge, but donations to help with custodial service and general maintenance are encouraged.

Revised August 15, 2017