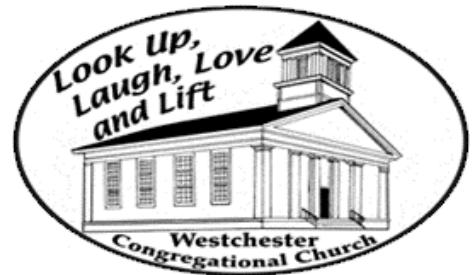


Westchester Congregational Church
95 Cemetery Road, Colchester, CT 06415 (860) 267-6711



Westchester Congregational Church General Use Guidelines

- Church functions have priority over all others.____ (initials)
- All paper goods and supplies: coffee, tea, napkins, plates, etc., are for church functions only, please furnish your own supplies.____ (initials)
- The renter is responsible for any and all damages, messes and should be present at all times. Renter is expected to be present upon completion of the event to inspect the condition of the facility. Renter is also responsible for the behavior of others attending any/all events.____ (initials)
- All clean-up is the responsibility of the renter. Clean-up costs are not included in the rental fee. Clean-up includes: garbage removal (to be placed in the dumpster), sweeping and mopping of the floors, returning tables and chairs to their proper location, cleaning tables and chairs, cleaning bathrooms (if excessive mess is present), etc.____ (initials)
- Thermostats, lights, exhaust fans, parking lot lights, oven and stovetops, should be turned off. Both bathrooms should be checked to ensure the lights are off and that no running water exists.____(initials)
- Gambling, alcohol, drugs, and firearms are not permitted anywhere on church grounds.____ (initials)
- There is no smoking inside the church or outside w/in 25 feet of church entrances.____(initials)
- All consumption of food and drink is restricted to the Canney Hall/Kitchen. No food or drinks are allowed in the sanctuary.____ (initials)
- Renter shall not injure, damage, or deface any aspect of the facility and/or grounds. Renter should not place any tape, nails, screws, tacks, etc. in any part of the facility with out the prior approval. Any decorations necessary for event should first be cleared with Rental/Calendar Coordinator.____(initials)
- Any damage done to the facility and/or grounds, above and beyond the amount of the security deposit, will be the responsibility of the renter to pay.____ (initials)
- Any damage done to the facility and/or grounds, outside the control of the renter, (including but not limited to: fire, wind damage, casualty, other acts of God), will not be the responsibility of the renter. Said renter will not be held accountable and a full refund will be issued based on the Prudential Committee's approval. ____ (initials)
- The use of the playscape is based on the approval of the Rental/Calendar Coordinator. Should that be approved, all rules and regulations set forth for playscape use must be followed. ____ (initials)
- Children present during any and all events shall be the responsibility of the renter to watch and monitor at all times. ____ (initials)
- Renter shall take any and all means necessary to inform Rental/Calendar Coordinator (or other lessee approved individual) about any situation(s) that requires immediate attention. Failure to do so may result in further fees, legal action, etc.____ (initials)

Date: _____ Renter Signature: _____ Church Signature: _____