

CHURCH ANNEX USE POLICY

The Church Board feels that the Church Annex (Community Room & Kitchen) is an asset for the ministry of God and that it should be used to expand the ministry and welcome people to the Church. At the discretion of the Church Board and for a suggested donation, the Church is happy to make this resource available whenever the Annex is not reserved for a Church function or in use as an emergency shelter for the Town. The donation is intended to offset the cost of building operations (utilities, cleaning, etc.) "for the specific event" only. These guidelines are to give a common understanding as to the use of the Church Annex. The Church Board reserves the right to use their discretion to waive any or all donation requirements. **So that users are kept up to date with changes and terms of this policy, any group requesting long-term regular use may be required to sign this document on an annual basis.**

1. NOT FOR PROFIT: Not-for-profit community organizations (seniors, Boy/Girl Scouts, community movie nights, etc.), as well as active Church members and residents of Huntington may use the Annex subject to scheduling representative approval. **Please see the pricing structure below.**

2. FOR PROFIT USE: All requests to use Church Annex on a "for profit" basis are to be approved in advance and in writing by the scheduling representative. **Please see the pricing structure below.**

3. SCHEDULING: Previously scheduled Church activities shall have priority over all other uses. **To reserve the annex please complete the Reservation Form below or contact Kathy Sargeant at sargeantkathy@gmail.com or at 802-434-2260 or 802-770-0349**

4. MISUSE OF THE FACILITIES: Could cause further use to be restricted. Any damage to the Church grounds, building, or building contents will be expected to be repaired, replaced, or restored by those hosting the event when the damage occurred.

5. HOUSEKEEPING: The building and grounds will be left in its original appearance and condition, with chairs and tables wiped off and returned to their original locations. Items should not be removed from the building, including but not limited to: chairs, tables, utensils, coffee pots, supplies, etc. **All trash/garbage and/or all recyclable items are to be removed and disposed of by the user.** Unused/leftover food should not be left in the refrigerator.

6. ACCESS TO THE BASEMENT IS NOT ALLOWED WITHOUT PRIOR APPROVAL.

7. SANCTUARY USE: The sanctuary may be used for handicapped access to the building only unless otherwise authorized by the Church Board.

8. EMERGENCY AND FIRE: Please make sure all emergency exits are kept clear and unrestricted. These are marked with lighted EXIT signs.

There is a fire extinguisher located in the hallway opposite the kitchen door opening. An additional extinguisher can be located at the far end of the sanctuary.

9. KITCHEN: Paper products are the responsibility of the persons using the Annex. Oven and range will be left as clean as or cleaner than it was found. **MAKE SURE THE BURNERS AND OVEN ARE TURNED OFF AFTER USE.** All utensils, kitchen supplies used are to be washed and put away by user.

10. HEATING: THERMOSTATS IN ANNEX ARE TO BE TURNED DOWN TO THEIR LOWEST SETTING UPON EXIT. There are two: one on the wall above the countertop in the large meeting room and one in the hallway near the Women's restroom.

11. CLOSE ALL WINDOWS AND DOORS AND MAKE SURE ANNEX DOOR IS LOCKED WHEN YOU LEAVE.

12. NO SMOKING IS ALLOWED ON CHURCH PROPERTY.

13. NO ALCOHOL IS PERMITTED ON CHURCH PROPERTY.

14. HOURS: All activities must be completed by no later than 11:00 pm.

15. PARKING: Parking is available on the north lawn of the church except when unplowed during the winter months and including “Mud Season”. Please respect our neighbors. During Town office hours only the north half of the parking lot in front of the Annex is available.

Approved: 11/2015 Revised: 1/2016

CCH Annex & Sanctuary Rental Fees *

4910 Main Road – Huntington VT – 05462 | www.communitychurchofhuntington.org

Weddings

<u>Cost Breakdown</u>	<u>Cost for Church Members</u>	<u>Cost for Non-Members</u>	<u>Suggested Donation</u>
Pastor **	Negotiable	Negotiable	\$300
Accompanist ***	Negotiable	Negotiable	\$200
Sanctuary Use	\$25 per use	\$100 per use	
Annex Use	\$25 per use	\$100 per use	
Cleaning Fee	\$40	Included	
Sanctuary seasonal adjustment fee			

Funerals

<u>Cost Breakdown</u>	<u>Cost for Church Members</u>	<u>Cost for Non-Members</u>	<u>Suggested Donation</u>
Pastor **	Negotiable	Negotiable	\$300
Accompanist ***	Negotiable	Negotiable	\$200
Sanctuary Use	No charge	\$100 per use	
Annex Use	No charge	\$100 per use	
	<i>Paid by Communion</i>		
Reception	Fund	\$250	
Cleaning Fee	No charge	Included	
Sanctuary seasonal adjustment			

Private Events *(parties, celebrations, showers, reunions, multi-day events/classes, etc...)*

<u>Cost Breakdown</u>	<u>Cost for Church Members</u>	<u>Cost for Non-Members</u>
Annex Use	\$50 per use	\$100 per use
Multi-day Use	\$30 per day	\$80 per day
Cleaning	Included	Included

Not-for-Profit Usage

<u>Cost Breakdown</u>	<u>Senior Meals & Others</u>	<u>Municipal Events</u>
Annex Use	\$10 per hour	No charge

Notes:

- * Fees may be adjusted or waived at the discretion of the Board of Directors.
 - ** Pastor Fred Little email: pastorfredlittle@gmail.com Phone: 802-777-8840
 - *** Accompanist Meg Guilfoy email: gallopingvines@gmail.com Phone: 802-434-3332
- Please contact the Pastor or Accompanist directly to request their services.*

**** Seasonal Adjustment Fee—covers the additional heating costs from November 1 through March 31

For questions, reservations, and details regarding renter responsibilities (e.g.: set-up, trash, recycling, clean-up etc.), please contact Kathy Sargeant — email: SargeantKathy@gmail.com | Phone: 802-434-2260

CCH Annex & Sanctuary Rental Reservation & Pricing Worksheet

Contact Person's Name			
Organizational Name <i>(if applicable)</i>			
Address			
Town / State / Zip			
Contact Email			
Contact Phone			
Status <i>(circle one)</i>	CCH Member	Non-Member	Non-Profit Org. Town Board/Comm.
Beginning Day/Time Requested			
Ending Day/Time Requested			
<i>Please complete the following based on the CCH Annex & Sanctuary Rental Fee schedule:</i>			
Sanctuary use <i>(Multi-day use = fee x number of days)</i>		\$	
Sanctuary seasonal adjustment fee <i>(if applicable)</i>		\$	
Annex use fee <i>(Multi-day use = fee x number of days)</i>		\$	
Annex seasonal adjustment fee <i>(if applicable)</i>		\$	
Cleaning fee		\$	
Reception charge		\$	
TOTAL		\$	

Note: At their discretion, the CCH Board has the option to vote to reduce or eliminate rental fees for specific occasions.

Revised 4-2022 Approved: 4-2022