



FIRST CONGREGATIONAL

UNITED CHURCH OF CHRIST

121 E. Middle Street
Chelsea, Michigan 48118
(734) 475-1844
church@chelseafcc.com
www.chelseafcc.com

RENTAL USE GUIDELINES

We are pleased to provide the use of our facility to the community. When you use the space, please care for it as if it were your own. Thank you, and enjoy your event.

1. No smoking is permitted anywhere inside the building.
2. No alcoholic beverages are permitted in the building or on the grounds.
3. No food or beverages are allowed in the sanctuary.
4. Renter is responsible for proper use of premises and behavior of those attending.
5. Renter, by initializing this document, guarantees to the church, that all appropriate insurance coverage is up-to-date and in force.
6. If your group is using the lower level, use the lower level doors. If your group is using the upper level, use the upper level doors.
7. Use only the room(s) you have requested.
8. Leave the room(s) in the same condition as when you arrived. Sweep the floor and mop if necessary. Cleaning supplies are available for your use.
9. You may adjust the thermostat for your comfort. Please do not change the programming. We prefer the maximum heating temperature be at 68 F, and maximum cooling temperature at 75 F.
10. Be sure all the lights have been turned off when you leave.
11. Check all windows and doors to ensure they are closed and locked before you leave.
12. Remove all trash from the church property.
13. All fees to be paid two weeks prior to the event.



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RENTAL FEES*

Basement:

Kitchen and Dining Hall: \$ 50.00 Members
 \$100.00 Non-Members

Kitchen and \$ 25.00 Members
Small Event room: \$ 50.00 Non-Members

Upstairs:

Upstairs Kitchen \$ 50.00 Members
and Fellowship Room: \$100.00 Non-Members

Use of Sanctuary: No charge Members
 \$ 50.00 Non-Members

Use of Piano or Organ to be approved by the Director of Music
Any tuning expense will be paid by the renter.

There will be an additional fee for an on-site sound person if the sound system is used in the sanctuary.

Funerals:

Building use - no charge for members or non-members

Food Costs:

Members: The family pays for the cost of the Meat/Sandwiches. The rest of the meal is donated by the church members.

Non-Members: If the church is asked to coordinate the meal, the family pays for the entire meal. The church members will not be asked to donate food. The family will discuss this with the funeral coordinators prior to the meal.

Wedding Fees*:

Pastor	\$300.00 (includes premarital counseling, rehearsal & ceremony)
Building Use	\$100.00 Members \$300.00 Non-Members
Organist/Pianist	\$200.00 (extra fees for rehearsals with soloists)
Wedding Coordinator	\$ 75.00 Members \$ 75.00 Non-Members
Custodian	\$ 75.00 Members \$ 75.00 Non-Members

Damage Deposit:

A deposit will be required for all rentals. The check will be held and returned to the renter if there is no damage done.

Members - \$50.00

Non-Members - \$50.00

Non-Profit organizations will be charged the member rate for charity and fundraising events.

Special pricing is available for multiple dates.

For reoccurring events or exception requests, submit a proposal in writing to the Church Council.

*EVENTS HELD ON HOLIDAYS OR THE WEEKENDS PRIOR TO HOLIDAYS MAY BE SUBJECT TO
ADDITIONAL PRICING.



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RECEIPT FOR CHURCH RENTAL

Person Responsible: _____

Contact Number: _____

Date of Use: _____

Rooms to be used: _____

Cost to use Facility: _____

Deposit: (separate check) _____

I have read the guidelines and policies for use of the First Congregational Church of Chelsea,
and agree to abide by the guidelines above.

Signature: _____

Name: _____

Date: _____