

The Federated Church of Orleans

162 Main Street ~ Orleans, MA 02653 ~ (508) 255-3060

Request to Use Church Facility

Name and Address of Person/Group/Organization submitting request:

Name and contact for person responsible:

Requested Date & Time: _____ / _____

Purpose of Use: _____

Full Name(s) of Deceased/Wedding Couple: _____

Estimated Number of People to attend: _____

Notes for Church (early access arrangements needed, set-up arrangements/description, etc.)

Guidelines for Use

- The Federated Church of Orleans is an all-inclusive, Open and Affirming Congregation of the United Church of Christ and Unitarian Universalist Association. Those requesting use of our facility agree to respect and honor the church's beliefs, traditions, and values.
- The use of our facility is subject to availability, church members and church-related groups have priority.
- Use of our facility is permissible during regular business hours; approval for after-hours use is possible depending on staff availability.
- Those who request use of our facility for weddings and funerals must use our pastoral and music staff, unless granted prior approval.
- Those who use our kitchen for commercial use must have their own up-to-date Serv Safe and allergen training. Outside caterers and church volunteers should have training.
- If the kitchen is used, all utensils and dishes must be cleaned, washed, dried, and put away. Please take care of washing tea towels and return promptly. We request that you observe and respect our recycling and green policy. Thank you.
- Alcoholic beverages are not allowed on the premises, except during religious observances.
- Capacity limits: Sanctuary 268; Vestry 86; Fellowship Room: 40.
- Requests for facility use must be made to the church office at least 5 business days in advance.
- Any group shall hold harmless and indemnify the church from loss, damage, injury, liability, or expense incurred by any person by reason of negligence or use of the premises or the parking facilities or by reasons not caused by the negligence of the church.
- Full payment is required at the time the reservation is made. Make checks payable to "The Federated Church of Orleans."

(Please review & sign the back page)

I have read the guidelines above and the fee structure below and agree:

Signature & Date: _____

Approval by Church: _____

Facility Fees

Sanctuary	\$500.00
Vestry	\$250.00
Kitchen Use (equipment & utensils)	\$100.00
Fellowship Room	\$125.00
Parlor	\$50.00
Use of facility after hours (additional)	TBD

(There is no fee for church members, church related groups, and certain non-profit organizations)

Staff Fees

Organist/Church Musician	\$250.00
Livestreaming (if requested)	\$200.00
Sexton	\$100.00
Sexton (additional if reception)	\$75.00

Pastor Honorarium

Memorial Service/Funeral	\$400.00
Wedding	Negotiable

(No honorarium is expected from church members)