

# *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:

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Name and contact for person responsible:

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Requested Date & Time: \_\_\_\_\_ / \_\_\_\_\_

Purpose of Use: \_\_\_\_\_

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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.)

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### **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.
- No food or refreshments may be served without the request and granting of kitchen use.
- Those who use our kitchen for commercial use must have their own up to date Serv Safe and allergen training. Outside caterer 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.
- Capacity limits: Sanctuary 268; Vestry 86; Fellowship Room: 40.
- Request 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.
- A deposit of 50% of the total fee amount is required at the time the reservation is made. Make check 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 Use – Meetings**

|  |               |
|--|---------------|
| Vestry (without Kitchen)                 | \$50 per hour |
| Kitchen Use Only                         | \$50 per hour |
| Vestry or Fellowship with Kitchen        | \$75 per hour |
| Fellowship                               | \$50 per hour |
| Use of facility after hours (additional) | \$35 per hour |

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

**Facility Use – Weddings & Funerals**

|                                  |          |
|----------------------------------|----------|
| Sanctuary Only                   | \$500.00 |
| Sanctuary & Vestry for Reception | \$700.00 |
| Organist/Church Musician         | \$220.00 |
| Livestreaming (if requested)     | \$150.00 |
| Sexton                           | \$175.00 |
| Sexton (additional if reception) | \$150.00 |

(There is no sanctuary & vestry fee for church members)

**Memorial Garden**

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| Interment (includes plaque & perpetual care) | \$500.00 |
| Sexton                                       | \$50.00  |

(Memorial Garden interment reserved for church members only)

**Officiating Pastor**

Suggested Honorarium:

Weddings \$350

Funerals \$300

(No honorarium is expected from church members)