

# CHURCH FACILITY RENTAL FORM

Payment for building use is to be given to the treasurer upon booking.

Checks are payable to FCC.

Frankfort Congregational  
42 Main Road South, PO Box 146  
Frankfort, ME 04438  
Pastor Jacob R. Gran

Name of Person/Group Booking Event: \_\_\_\_\_

Name of Contact Person (if different from above): \_\_\_\_\_ Phone Number: \_\_\_\_\_

Type of Function: \_\_\_\_\_

Date Required: \_\_\_\_\_  
                           Month           Date           Year                            S    M    T    W    T    F    S

Time(s) Required: (Set-up and clean-up times must be included in the hours)

From: \_\_\_\_\_ AM/PM To: \_\_\_\_\_ AM/PM           Event Start Time: \_\_\_\_\_ AM/PM

✓	Facility	Rental Fee	Total
	Sanctuary	\$75.00 Active Members / \$150.00 Non-Members	
	Vestry/Kitchen	\$75.00 Active Members / \$150.00 Non-Members	
		Total	\$

Pastoral services needed?   \_\_\_ Yes                           \_\_\_ No           *(Separate fee handled with Pastor)*

## Frankfort Congregational Church Rental Policies and Rates

1. This is a smoke and alcohol free building.
2. Confetti or rice is not to be used within the church facility or on the church property.
3. Weddings/funerals are to be conducted by the Pastor of the church. Outside Pastor's will be allowed but only by approval of the Pastor of FCC. **Please see the wedding rental guidelines for more information.**
4. Any damage to equipment or facilities, other than from normal use, shall be the responsibility of those renting the facility. All fees for rental of facilities and equipment are payable to FCC and delivered to the treasurer upon booking.
5. All bookings and arrangements must be made through the church at least one week prior to the event.
6. Bookings and arrangements in unusual circumstances may be directed to any of the Church Officers.

*Signatures on this form indicate the agreement of the renter to the terms and conditions, and the approval of the rental application by the Frankfort Congregational Church.*

Renters Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Title: \_\_\_\_\_