

UNITED CHURCH OF CHRIST
PO Box 537 ~ 7580 Court St.
Elizabethtown, NY 12932
1-518-873-6822
ucc.elizabethtown@gmail.com
www.elizabethtownlewisucc.org

BUILDING USE POLICY

To all groups who use our building we request that you:

1. Leave the building as you found it; return all tables and chairs where you found them.
2. Do NOT leave any food in the fridge.
3. Take your trash and recyclables with you (you must supply your own garbage bags).
4. Smoking is not permitted within the church buildings-**please do not leave cigarette butts on the ground.**
5. Turn off all lights, including bathrooms.
6. **Lock the front door; use back door. DO NOT LOCK THE BACK DOOR WHEN LEAVING.**
7. Turn the heat down (**when applicable**).
8. No alcoholic beverages are allowed within the church buildings.
9. Wifi available; please ask for the password.
10. Handicapped accessibility available UPON REQUEST.

Failure to comply with these guidelines may result in being charged a cleaning fee and denial of future use.

In order to make our buildings available for outside use, we request a donation of **\$20.00 per day.**

These guidelines are subject to change at the discretion of the United Church of Christ.

PARISH HALL

1.	half day - unheated	\$30.00
2.	half day - heated	\$50.00
3.	full day - unheated	\$45.00
4.	full day - heated	\$65.00
5.	additional use of the kitchen	\$10.00
6.	dinner/reception – unheated	\$80.00
7.	dinner/reception – heated	\$100.00

CHURCH

1.	Wedding, nonmember	\$45.00
2.	Wedding, nonmember with heat	\$65.00
3.	Church grounds	\$20.00
4.	Rental of tables, chairs	\$50.00

Revised 02/2024

UNITED CHURCH OF CHRIST
PO Box 537 ~ 7580 Court Street
Elizabethtown, NY 12932
518.873.6822
ucc.elizabethtown@gmail.com
www.elizabethtownlewisucc.org

Please complete form and submit via email, then via snail mail with payment, checks payable to: UCC

Name: _____ Date: _____

Address: _____

Email: _____ Phone: _____

Please print

Please check the space/time frame you are requesting:

PARISH HALL

- | | | |
|----|-------------------------------|----------|
| 1. | half day - unheated | \$30.00 |
| 2. | half day - heated | \$50.00 |
| 3. | full day - unheated | \$45.00 |
| 4. | full day - heated | \$65.00 |
| 5. | additional use of the kitchen | \$10.00 |
| 6. | dinner/reception – unheated | \$80.00 |
| 7. | dinner/reception – heated | \$100.00 |

CHURCH

- | | | |
|----|------------------------------|---------|
| 1. | Wedding, nonmember | \$45.00 |
| 2. | Wedding, nonmember with heat | \$65.00 |
| 3. | Church grounds | \$20.00 |
| 4. | Rental of tables, chairs | \$50.00 |

I would like to use the church area on (date): _____ from (time) _____ to _____
for the following activity:

_ Approved by: _____

Contact person: _____

Payment received by: _____ Date: _____