

**FACILITY RENTAL APPLICATION & CONTRACT FOR NON-CHURCH EVENTS**

KINGSTON CONGREGATIONAL CHURCH  
2610 Kingstown Road  
Kingston, RI 02881

Phone: (401) 783-5330      email: [office@kingcongchurch.org](mailto:office@kingcongchurch.org)

The Kingston Congregational Church is happy to share its facilities with you. We ask that you apply for a reservation using this application form. After reading and completing this form, please sign it and return it to the church Office for processing. Our fees are as follows:

Please select room(s) requested:

1. Fellowship Hall (118 persons max.) (includes use of hall \$150. and set up/clean up fee \$50.)	\$200 per event	_____
2. Sanctuary (approx. 200 persons)	\$300 per event	_____
3. Fireplace Room (30-40 persons max.)	\$100 per event	_____
4. Any Church School Room	\$25 per event	_____

**REQUIRED** additional fees:

- Key/Damage/Cleaning **deposit**      \$100 per event      \$100  
(**returnable** per conditions below)

**TOTAL:**      \$ \_\_\_\_\_

Under certain circumstances the Church can waive a portion of the fees; if you wish a waiver to be considered, please attach a letter of request to your application.

**APPLICATION PROCEDURE:**

- Application must be completed and accompanied by \$100 damage deposit prior to consideration. The Key/Damage/Cleaning deposit will be returned to you as soon as possible after your event is held and key returned; however, your organization will be held liable for any extra cleaning/damage costs borne by the Church for the space you rented.
- Reservations will be confirmed by the church Secretary; do not assume that your date is secured by this application.
- (If renting Fellowship Hall: please attach a diagram of how you'd like the room to be set up: how many long tables, card tables, chairs, etc. and where placed)
- If your plans change or if the facility is not needed, please cancel immediately by calling the Church Office. Fees may be forfeited if cancellation is not received at least two weeks prior to the event.
- Payment in full is due by the day of your event.

**GENERAL RULES AND REGULATIONS:**

1. Only the room(s) you reserve are to be used by your group.
2. No smoking is allowed anywhere in the buildings.
3. If children are present, they must remain in the rented area and be supervised at all times.
4. Food and beverages are to be consumed only in the Fellowship Hall unless special permission is granted for another location. Use of alcohol is not allowed on church property.
5. Thermostats are to be set no higher than 68 degrees.
6. All trash is to be placed in the proper receptacles (trash/recycling). Any trash containers used for food/dining waste must be emptied (trash bag removed and taken out to dumpster outside of kitchen) after each event.

**Upon departure:**

7. Thermostats returned to 62 degrees.
8. Kitchen:
  - All counters and sinks are to be left clean; wash and return all kitchen and serving supplies to where you found them.
  - All appliances, coffee pots, ovens, burners, etc. must be left clean and in the "OFF" position.
  - **ALL** leftover food and drink are to be removed; nothing is to be left in the refrigerator.
9. Any trash containers used for food/dining waste must be emptied (trash bag removed and taken out to dumpster outside of kitchen) after each event. Reline container with bags underneath existing ones.
10. Please make sure all lights are off and all doors are shut tight (and locked if you've unlocked them); last person to leave should exit through the kitchen and lock the door behind them.

**General Agreement:**

11. You acknowledge that the Church has no responsibility for any injuries to persons or property occurring during your use of the facility, except that which is due to the sole negligence of the Church. By signing this agreement, you agree to indemnify and hold the Church, its officers and employees harmless for all liability, losses, damages or expenses from any claims and demands, arising from your use of the facility.
12. We respect and care for our church home. Behavior and decorum befitting our Church is expected at all times.

ORGANIZATION NAME \_\_\_\_\_

APPLICANT'S NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_ KEY NEEDED, YES \_\_\_\_\_ NO \_\_\_\_\_

NATURE OF THE EVENT \_\_\_\_\_

DATE OF EVENT \_\_\_\_\_ ROOM(S) REQUESTED \_\_\_\_\_

HOURS REQUESTED, INCLUDING PRE-EVENT SET-UP AND POST-EVENT CLEAN UP: \_\_\_\_\_

EQUIPMENT NEEDED, ROOM SET-UP (Attach diagram) \_\_\_\_\_

I have read and fully understand the rules and regulations as outlined on this form, and I will be the contact on behalf of my organization. By signing this application, I and my group agree to be fully responsible for the facility during the rental period, and we agree to leave it in a clean and orderly condition.

Group Representative Signature \_\_\_\_\_

Date \_\_\_\_\_

Key/Damage/Cleaning deposit attached \_\_\_\_\_ Balance of \_\_\_\_\_ to be paid by date of event.

[For church use below]

Approved: Kingston Congregational Church \_\_\_\_\_

Date \_\_\_\_\_

Additional Comments \_\_\_\_\_

Updated 19 September 2023