

# Conditions of Use of Properties of The East Woodstock Congregational Church

Schedule your use with the Church Office as early as possible (Tel: 860-928-7449). Be specific as to the facilities you will need. The user is responsible for setting up, returning furnishings to their original order, and cleaning any facilities used. If you wish to borrow items from the Church such as utensils, coffee pots, tables, chairs, etc., contact the Church Office. (See **EWCC Facility Use Instructions – Attachment A**)

The user agrees to hold the East Woodstock Congregational Church harmless from any claim, suit or proceeding arising out of its use, including indemnification of the Church for reasonable expenses in defending such claims. For use by outside groups, a certificate of general liability insurance in the amount of \$1 million for bodily injury and property damage must be provided at least two weeks prior to use, with the Church named as an additional insured. Exceptions will be at the discretion of the Society Committee. A copy of workman's compensation policy is also to be provided for any employees of the user. The user must complete the **EWCC Facility Use Form – Attachment B**.

Use of the Church properties may be approved or denied at the sole discretion of the Society Committee of the East Woodstock Congregational Church. The Church also reserves the right to change or cancel a date for facilities use in the interests of safety or security, with appropriate notice to the user. The user agrees to abide by all municipal, county and state laws, rules and regulations. No alcoholic beverages or smoking are permitted on the premises.

All advertising, televising, broadcasting, and promoting for an event shall be subject to the written approval of the Church, and all signs, displays or decorations require Church approval. There are to be no decorations attached to the walls and door frames.

**Hall** – Tables and chairs may be provided, and should be returned to their original places. The hall floor should be dry mopped after use. Maximum occupancy under the fire code is 110 with tables and chairs, 236 standing room only. Add the classroom it increases 35 for tables and chairs and 75 standing room.

**Kitchen** – Gas stove, coffee maker, dishes and utensils are provided, and should be cleaned and returned to proper place after use. The floor should be well cleaned. Users should provide any seasonings, paper towels, napkins, table cloths, and consumables.

**Waste** – Trash bags are to be used in trash cans, and replaced with clean liners after use. The user must see that garbage and trash are removed from the church property.

**Thermostats**- All thermostats are preset to 58 degrees. If you require to turn them up please do not exceed 68 degrees and please turn back down to 58 degrees a half hour before you leave.

**Donations and other fees**- All events must conclude not later than 11:00 pm. Donations for one time use without kitchen privileges are \$50 and with full kitchen privileges are \$100. For groups that will schedule more than one time to use the hall/church in the months of October thru April the utility fee charge will be \$25 for the first hour and \$15 each hour after the first. These fees can be waived at the discretion of the Society Committee,

**Payment should be made to the East Woodstock Congregational Church, P.O. Box 156, East Woodstock, CT 06244.**

**Parking** – It is requested and urged that all parking for events at the church begin with the paved areas of the church grounds. This is to save the integrity of the church lawn and the common area. If the paved parking spots are full, then parallel park on Doctor Pike Road and also parallel park on Prospect Street. After these areas are full then the use of the outer edges of the common will be permitted for overflow parking situations. Please do not drive across the common for any reason. We are asking the cooperation of church members and groups using our facilities to help reduce the pressure on our landscape in the following manner.

- **Church Services**
  1. Park on the paved areas first.
  2. Park on the edges of the Common as necessary.
  3. Do not drive across the Common.
  4. Do not park on the center of the Common unless necessary.
  
- **Church Committee Meetings, Lessons, Rehearsals, Etc.**
  1. Do not park on the Common.
  2. Park on paved areas first.
  3. If paved areas are full, parallel park on Dr. Pike Road.
  4. Do not drive across the Common.
  
- **Outside Groups: Al-Anon, E. Woodstock Coronet Band, Historical Society, Etc.**
  1. Do not park on the Common.
  2. Park on the paved areas first.
  3. If paved areas are full, parallel park on Dr. Pike Road.
  4. If Dr. Pike Road is full, parallel park on Prospect St.
  5. Do not drive across the Common.
  
- **Weddings, Etc.**
  1. Park on the paved areas first.
  2. Park on the edges of the Common as necessary.

## Attachment A EWCC Facility Use Instructions

### Kitchen Use:

1. At least one individual with NDDH-FAST certification should be present at all times.
2. Gas and hot water service
  - a. Gas Stove Operation procedure.
    - i. Move the valve on the gas line (Located behind the stove) to the **ON** position or east-west position.
    - ii. Light all the pilots on the stove top (ten in all) starting left to right with the lighter on top of the stove. It may take a moment for gas to come through the line.
    - iii. Use whatever burners you need for your cooking project.
    - iv. **Turn the valve OFF** on the gas line when you are finished. It should be perpendicular with the gas line when off.
    - v. If you need directions on how to use the ovens please contact: Mary Ellen Blake 928-7420 or Nancy Young 928-5711, or see us after church on any Sunday.
  - b. **HOT WATER SWITCH**
    - i. As one enters the kitchen, turn to the right.
    - ii. Between the door casing and the cupboard is a **RED SWITCH PLATE**
    - iii. **At just about eye level. Turning the switch on, it will be in the up position.** It will take a few minutes for the hot water to come through.
    - iv. When finished in the kitchen – **Check the switch to be sure it is in the Down position.**
  - c. **LP GAS**
    - i. The LP tank is located at the back of the building.
    - ii. If there is a problem, one can go out the back door that is bolted. There is a gauge that will tell one if the tank is empty. **DO NOT TRY TO ADJUST – TURN THE LEVER BEHIND THE STOVE OFF. CALL SOMEONE AT THE CHURCH.**
3. **Do Not Fry or Deep Fry** anything on the stovetop. (Per Fire Marshal)
4. All garbage must be removed from church property.  
All items removed from church refrigerator and freezer.  
Remove all plates, containers etc. from counters.
5. Put all EWCC kitchen items away where they belong.
6. Kitchen and Fellowship Hall (if used) floors should be swept and mopped, all counters should be cleaned.
7. Dishwasher use: Breakers should be turned off; tub should be drained and rinsed.
8. **Turn Off** – The Hot Water Heater, LP Gas, Lights, Etc.

### Fellowship Hall Use:

1. Put everything back the way it was
2. Turn lights off

**Attachment B  
EWCC Facility Use Form**

**DATE AND TIME OF EVENT** \_\_\_\_\_

**NAME OF GROUP** \_\_\_\_\_

**NAME OF NDDH-FAST CERTIFIED INDIVIDUAL** \_\_\_\_\_

**TYPE OF EVENT** \_\_\_\_\_

**PERSON RESPONSIBLE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**INSURANCE CERTIFICATE PROVIDED: YES \_\_\_ NO \_\_\_ WAIVED \_\_\_**

**FEE PAID** \_\_\_\_\_

**FEE WAIVED** \_\_\_\_\_

**CC: Treasurer**