

**TRUMBULL CONGREGATIONAL CHURCH**  
**3115 Reservoir Avenue**  
**Trumbull, CT. 06611**  
**(203) 268-2433**

***RENTAL APPLICATION***

\_\_\_\_\_  
Today's date

Name \_\_\_\_\_  
(person responsible)

Address \_\_\_\_\_  
(street) (city) (state) (zip)

Representing self \_\_\_ Organization \_\_\_ Profit/nonprofit \_\_\_

Name of Organization \_\_\_\_\_

Address \_\_\_\_\_  
(street) (city) (state) (zip)

Phone #: Day \_\_\_\_\_ Evening \_\_\_\_\_

Are you a member of Trumbull Congregational Church? Yes \_\_\_ No \_\_\_

How did you learn of the availability of our facilities for rent?  
\_\_\_\_\_

**INSURANCE REQUIREMENT: Organizations or individuals using church facilities must be insured and must provide a certificate of insurance indicating the limits of liability be \$1,000,000 and SPECIFICALLY STATE THAT Trumbull Congregational Church IS NAMED AS AN ADDITIONAL INSURED.**

Groups using the church facilities are expected to observe a NO SMOKING POLICY.

Facilities requested:

Nichols Bldg. \_\_\_\_\_  
(downstairs only)  
Fellowship Hall \_\_\_\_\_  
Kitchen \_\_\_\_\_  
Stove \_\_\_\_\_  
Dishwasher \_\_\_\_\_

Dumpster \_\_\_\_\_  
Old Library \_\_\_\_\_  
Classrooms \_\_\_\_\_  
Parking Lot \_\_\_\_\_  
Church \_\_\_\_\_

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Food served ? Bkfst/lunch/dinner/dessert/refreshments: coffee/tea only  
(circle ones that apply)

Will the rental be for one time only \_\_\_\_\_, or recurring \_\_\_\_\_?

Reservation date \_\_\_\_\_ Time in \_\_\_\_\_ Time out \_\_\_\_\_  
(allow time for set-up and clean up)

What is the activity or type of event? \_\_\_\_\_

Are you applying for permission to use alcohol (beer & wine only)? Yes \_\_\_ No \_\_\_\_\_  
(Must be approved by the Church Board) Date approved \_\_\_\_\_

How many people and in what age groups will attend?

No. of guests over 21 \_\_\_\_\_ No. of guests under 21 \_\_\_\_\_

\*Please note: teen parties must have 1 policeman for every 50 teens attending.

Capacity of fellowship hall is 210 persons seated/120 persons with tables & chairs.

Will participants pay to attend? Yes \_\_\_\_\_ No \_\_\_\_\_

If you have comments, questions, or special instructions, please indicate here: \_\_\_\_\_  
\_\_\_\_\_

### FEE SCHEDULE

	Member	Non member
Nichols Bldg.* (downstairs only)	\$25	\$50
Ed Bldg.:*		
Fellowship Hall	125	150
Kitchen	50	75
Stove	25	50
Dishwasher, dishes/utensils	50	75
Old Library room	25	50
Classroom	40	65
Parking Lot (provided with bldg.	25	50
Refundable security deposit	100	100
(breakage fee/extra clean up)		
Sexton fee	35	35
(unlock & lock bldg. Light pilot on stove, turn on hot water, take out trash) Check made out to CASH, paid prior to event. *up to four (4) hours		

Outreach Programs will be considered on a per case basis as defined by the Board of Trustees.

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Long term rentals:

	Member	Non member
Fellowship hall only	\$25 per hour	\$35 per hour

**Firm reservations for this event will be made only when:**

- the deposit of one-half of the cost for facilities is paid**
- payment of refundable security deposit is paid**
- certificate of insurance is received by the church**
- this application is approved by the Trustees and Church Board**
- for long term rentals, a rental agreement is attached**

I agree on behalf of the above indicated organization that all members and guests will use the church facilities responsibly and that we, individually and as an organization, will assume full financial responsibility for any and all damages done to the Trumbull Congregational Church property during the above indicated period of use. We also agree that our organization will at all times hereafter indemnify the above-named church against any loss, damage or expense of any kind, which said church may sustain or incur because of use of the above described building by our organization, and we will further hold said church harmless for loss of any kind in connection therewith.

SIGNED : \_\_\_\_\_ DATE: \_\_\_\_\_  
 (person responsible)  
 \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
 (church official)

Total Costs:

Building : \$ \_\_\_\_\_  
 Extras: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Security Deposit \_\_\_\_\_  
 Total \$ \_\_\_\_\_\*

\*Security Deposit and one half payment due at signing of contract.  
 Remaining one half due five working days prior to event.

Refundable fee returned: \_\_\_\_\_ \$ \_\_\_\_\_  
 Date check no.