



# **WILTON CONGREGATIONAL CHURCH FACILITIES USE POLICY AND PROTOCOLS STATEMENT**

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## I. INTRODUCTION

### Welcome to The Wilton Congregational Church!

The Wilton Congregational Church (the “WCC”) exists for the purpose of carrying out its ministries. The WCC has an active ministry for children, youth, adults, and senior adults. The WCC’s priorities when it comes to the use of its buildings are these ministries, as carried out by its members. These buildings belong to the WCC and are entrusted to its congregation for ministry with proper stewardship. The Board of Trustees of the WCC (the “Trustees”) is responsible for the oversight and use of these buildings.

The Trustees, with the blessing of the congregation of the WCC, have determined that certain portions of its buildings (the “Facilities”) shall be made available for appropriate fees to outside groups and individuals for purposes not inconsistent with the ministries of the WCC. Accordingly, the Trustees have adopted this policy and protocols statement to assist such outside groups and individuals in determining whether they may wish to use the Facilities for their own purposes.

The WCC currently has a number of long-standing relationships with several community organizations for the ongoing use of portions of the Facilities. The Trustees are pleased to consider establishing such ongoing relationships with others, so long as the current users suffer no disruption. In determining whether to enter into such relationships, the Trustees will give first consideration to non-profit entities otherwise affiliated with the WCC, and then to other non-profit entities, before considering establishing such relationships with for-profit concerns.

In addition, the Trustees will give consideration to providing a venue for any organization or individual wishing to use the Facilities, or any part thereof, once, or on a limited number of occasions, provided that such use is consistent in appearance and in actuality with the ministries of the WCC.

Approval of the use of the grounds and facilities does not constitute or imply endorsement of any group, its mission, or its positions. Groups approved to use any portion of the Facilities must not advertise the event in such a way as to imply endorsement by the WCC. No activities or advocacy may take place within our buildings or grounds which conflicts with the policies and the practices of the WCC.

No commitment of any portion of the Facilities shall be considered made until a **Facility Use Application (see Appendix A)** has been completed by the prospective user (the “Applicant”) and approved by the Trustees, and all applicable fees paid. The Facility Use Application (the “Application”) with all supporting documentation must be completed by the Applicant and delivered to the WCC at least three weeks prior to the date the Applicant first seeks to use the Facilities. Prospective users are encouraged to file the Application with the supporting documentation prior to this deadline.

The Trustees will notify the Applicant as to whether the Application has been approved within ten business days of receiving the same. At that time, the applicable fees must be paid.

If a prospective user has any questions, he or she may contact Ms. Pamela Brown at 1 (203) 762-5591 who serves as the Facilities Manager of the WCC and is authorized to act on behalf of the Trustees in regard to all matters set forth in this policy and protocols statement.

## II. DESCRIPTION OF FACILITIES

The WCC has a number of rooms available for use by outside groups. These include the Sanctuary, Pilgrim Hall, the Kitchen, Colonial Room, Upper Meeting Room, Youth Room, Nursery, and Classroom.

- A. Sanctuary: Built in 1790, the WCC sanctuary is the epitome of a classic New England church. Spacious, airy and bathed in natural light, the sanctuary is ideal for concerts, lectures and seated gatherings of up to 340 people. Rest rooms and coatrooms are within a few feet of the doors accessing the sanctuary.
- B. Pilgrim Hall: Pilgrim Hall offers flexible space for receptions, meetings, social gatherings, film screenings, fundraisers, and other special events. Hardwood floors, colonial chandeliers, and numerous large windows make this a welcoming venue. It has direct access to the outdoors, to the sanctuary, and to the kitchen.
- C. Kitchen: The caterer's kitchen features professional-grade appliances, a large center island, and granite countertops with direct access to Pilgrim Hall.
- D. Colonial Room: The historically decorated Colonial Room with its living-room style furniture and working fireplace provides an inviting environment conducive to discernment and discussion.
- E. Upper Meeting Room: Flooded with natural light, this flexible space can be divided into two rooms to accommodate groups of varying sizes and needs. A private entrance and staircase lead to the Upper Meeting Room, one of our most popular meeting spaces.
- F. The Youth Room: The church's Youth Room encourages camaraderie and fun, boasting relaxed, comfortable furnishings, foosball and air hockey tables, a refrigerator and projector with 12-foot projection screen.
- G. Nursery: Cheerful and sunny, the Nursery houses a variety of engaging books, toys, crafts, and music for children to enjoy. Sleepy infants and toddlers can nap in cozy cribs or on the lap of a caretaker in a rocking chair.
- H. Classroom: Complete with a boardroom-sized table, seating for fourteen, and flat screen TV, this room is appropriate for meetings.

### III. STANDARD FEE SCHEDULE

The standard fee schedule is set forth below. WCC will also impose a Sexton Fee and a Special Events Coordinator Fee when necessary. Fees are based on one-hour time slots, except the Sanctuary and Pilgrim Hall. A refundable security deposit will be required to reserve a room. **Please note that there are different fees for weddings.\***

**Type A** Non-profit educational, civic and service activities, including musical groups, service clubs, fraternal organizations, etc.

**Type B** For-profit organizations, Receptions, Memorials and other one-time Special Events.

ROOM	Size (feet)	Capacity (people)	Type A	Type B
Sanctuary **	50x100	340	\$250.00	\$500.00
Pilgrim Hall **	50x100	200	\$250.00	\$500.00
Kitchen	16x25	6	\$25.00	\$35.00
Colonial Room	18x22	14	\$25.00	\$35.00
Upper Meeting Room	20x25	40	\$40.00	\$50.00
Youth Room	25x25	30	\$30.00	\$40.00
Classroom	10x20	14	\$25.00	\$35.00
Nursery	20x20	15	\$30.00	\$40.00

\*Please refer to the WCC Wedding Guide for associated fees.

\*\*Based on a four-hour block of time.

***The Sanctuary and Pilgrim Hall are not available for outside use on Sundays from 7:00 a.m. to 2:00 p.m.***

#### SEXTON FEES

The Sexton's Fee will be a minimum of \$50.00. If more than two hours of custodial work are required during the event and/or for set-up and /or cleanup, additional fees at the rate of \$25/hour will be imposed.

#### SPECIAL EVENTS COORDINATOR FEES

The Special Events Coordinator (the "SEC") will be present at all times during the event to ensure proper use of the equipment and utilities, and to ensure security of the facility. The SEC's fees are charged at the discretion of the Trustees. A minimum of \$25.00/hour will be charged during the event.

## **IV. SPECIFIC RULES AND REGULATIONS**

### **ALCOHOL POLICY**

Compliance with the Social Principle of the WCC is required; therefore no alcoholic beverages are allowed on church property without the consent of the Trustees. The serving, consumption, or use of illegal drugs, marijuana, or other controlled substances shall not be permitted at any time on church property, including the outdoor areas and parking lots.

### **BUILDING USE**

All those using the WCC facilities are asked to show respect for all property, and are expected to leave rooms and spaces as they were found. This includes placing furniture to its original position, returning supplies to designated storage areas, turning out lights, and securing doors and windows.

Persons and/or groups using our facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage, or breakage. The persons signing the Facilities Use Form shall be responsible for paying costs incurred by WCC in cleaning, repairing, or replacing any part of the building or its furnishings and equipment which in the judgment of the Trustees has been carelessly or irresponsibly subjected to more than normal wear and tear by the persons or group involved. A refundable damage deposit may be requested.

### **CANCELLATIONS**

Although every effort will be made to adhere to any scheduling agreements, WCC reserves the right to cancel reservations for use of facilities if they are needed for WCC's worship or ministry programs. Any scheduled event will only be cancelled or rescheduled under the most extreme of circumstances and with as much notice as possible.

### **DECORATIONS**

All decorations require prior approval of the Trustees. Decorations may be attached to wooden trim and wooden doors, with masking tape only. No decorating is permitted in the hallways. All such decorations must be removed immediately and completely following the event.

### **EQUIPMENT**

WCC equipment needed for an event must be enumerated in the application. Any individual or group may not remove equipment, such as tables or chairs, from the church premises without the approval of the Trustees.

### **FIRE SAFETY**

Any use of the facilities must abide by the Wilton Fire Department's Code. Please inquire about the specifics regarding the use of combustible materials for display and/or the use of candles on church property.

### **FOOD AND DRINK**

No food or drink is allowed in the Sanctuary except for water.

### **FUNERALS and MEMORIALS**

All funerals and memorials will be coordinated through the church office or the Senior Minister, and will follow established guidelines consistent with this Facility Use Policy and Protocols Statement, the WCC Funeral and Memorial Guide, and Trustee approval.

**GAMES OF CHANCE**

No games of chance or gambling of any nature is allowed on the church premises.

**GROUNDS**

An adult member of the group using the facilities must supervise children outside. Cleanup of the area is the responsibility of the Applicant. No sport bicycling or skateboarding is allowed on the property of the WCC.

**LIABILITY INSURANCE**

All Applicants must provide liability insurance applicable to their event. Any organization using WCC facilities should provide its own liability insurance against possible claims of injury or damage while on WCC property. The policy must include WCC as an insured party. The group using the facilities must read and agree to the liability agreement included in the application.

**NURSERY USE**

The nursery facility may be available by arrangement made at least two weeks prior to the event. Two nursery care providers must be present to operate the nursery. The Applicant may provide their own nursery attendants at their own cost but must submit names and ages to the Trustees beforehand. Each of the attendants must meet the WCC's requirements for a childcare attendant.

**ORGAN AND PIANO USE**

The use of the organ or any of the pianos owned by the WCC is prohibited unless specific approval is obtained from the Trustees. If the user wishes to have instruments tuned, a craftsman approved by the Trustees will tune them at the Applicant's expense. Pianos cannot be moved except with the permission of the Trustees.

**OUTSIDE PARTICIPANTS**

If a caterer or other outside group (such as a DJ or similar entertainment) will be used, the Applicant must identify such and give detailed information on their involvement. The Applicant is responsible for such outside participants and their actions while on WCC premises.

**PARKING**

Parking in the church parking lot or designated handicapped parking spaces is available only during the period of time that a group has contracted to use the facility. Parking is available on a first-come, first-served basis and excludes certain spots that may be specifically reserved at all times for staff of the WCC. The WCC is not responsible for theft or damage to personal property or any damage to vehicles on the Church property. Additional parking areas at the Old Town Hall and Wilton Playshop may be available upon request.

**RECYCLING**

Recycling is a policy of the WCC. Receptacles for recycling will be available for your use. Every Applicant is responsible for complying with this policy.

**ROOM SETUPS**

All rooms have been designated with a standard room setup. Any setup changes requested by the Applicant are subject to approval by the Trustees and are considered in the calculation of Fees noted above.

**SANCTUARY FURNITURE**

Sanctuary furniture cannot be moved except with the permission of the Trustees.

### **SANCTUARY SOUND SYSTEM**

The Sanctuary sound system may be made available upon request. The system may not be operated by anyone other than a WCC sanctuary system technician. Please inquire at the church office for list of sound and audio equipment and associated fees.

### **SECURITY**

The Applicant shall take no action which imperils the security of the buildings and other property of the WCC. The Applicant shall not unlock any doors that do not need to be open for the purposes of its intended and contracted use of the facilities and shall take all steps necessary to control access to the facilities to the intended participants of its event. The Applicant shall not permit those taking part in the event to enter areas of the buildings of the WCC which are not a part of the facilities it has been authorized to use.

### **SMOKING POLICY**

Smoking is not allowed anywhere in the facilities or on the grounds of the WCC. Violation of this rule is sufficient ground for the Trustees to withdraw immediately (including during an event) any Applicant's right to use the facilities, and to deny the Applicant the right to use the facilities in the future.

### **STORAGE**

There is no excess storage available for organizations other than church groups and, as such, all organizations using the facility will be responsible for the storing of their materials offsite unless prior approval is granted by the Trustees.

### **SUPERVISION OF CHILDREN AND YOUTH**

The WCC has adopted a **Safe Church Policy** for children and youth. If an event includes children, the WCC will require the Applicant to sign an acknowledgement that they have read and will comply with this policy. A copy of the policy will be furnished to the Applicant upon request. Any questions regarding this policy should be directed to the Trustees.

### **WEDDINGS**

Weddings must be coordinated through the church office, Senior Minister, or Associate Minister, and will follow established guidelines consistent with this Facility Use Policy and Protocol Statement, the WCC Wedding Guide, and Trustee approval. Please note there is a separate fee schedule associated with weddings.

## V. GENERAL GUIDELINES FOR USE OF PILGRIM HALL AND KITCHEN

The WCC's Pilgrim Hall is available for meetings and private social gatherings. The normal usage fee includes "light" use of the Kitchen, i.e., warming pre-cooked food in the oven or, use of the refrigerator, and arranging serving platters. If food preparation and cooking is to be done in the Kitchen, a separate agreement is required and additional sexton fees may apply.

The maximum capacity for a sit-down meal is 125 people or approximately 200 standing. However, set-ups may affect the total number allowed.

The following are minimum requirements when using either the Kitchen or Pilgrim Hall

- All set-up of tables and chairs is the responsibility of the Applicant unless specified
- Appropriate cleanup includes:
  - Sweeping and/or mopping of floor
  - Cleaning of kitchen counters, stove, and other equipment used
  - Returning all chairs to storage room
  - Washing tables and returning them to storage room
  - Removal of all left-over food and drink (unless pre-approved by the WCC)
  - Placing all recyclable materials and trash in appropriate bins
  - Removal of all decorations and tape used to secure them (no nails, tacks, or tape that might damage walls may be used)
- Outside caterers may be used, but only with the approval of the Trustees.
- Non-member Applicants must provide tablecloths and reception equipment (punch bowls, serving trays, etc.). WCC members may use church china, glassware, and cooking utensils, which must be cleaned and put away after use, upon approval of Trustees.
- Windows are not to be opened if the heat or A/C is in operation. The Applicant is responsible for closing windows that have been opened.
- Lights must be turned off when the event is concluded.
- Outside and kitchen doors must be locked before the Applicant leaves the facility.

**The church has the following items available for use. Additional fees may apply.**

- Twenty-one 6-foot folding tables (30" wide)
- Two 8-foot tables (30" wide)
- One 7-foot table (30" wide)
- Six 3-foot square tables
- 125 folding chairs
- Coffee service: Two 100-cup urns and one 30-cup urn are available for regular and decaffeinated coffee. A hot water dispenser is available for tea. The WCC's creamers and sugar bowls may be used.
- Several easels are available to display photos or posters. ***Nothing may be attached to the walls.***

## VI. WCC POLICIES GOVERNING USE

**Use of the Wilton Congregational Church (“WCC”) facilities** is encouraged for public and private gatherings. The WCC Facility Manager may require any printed program be submitted to the Trustees for prior approval.

By fire law, the posted maximum capacity of rooms must be observed. The maximum seating capacity is then adjusted accordingly. Any physical set up of rooms that require substantial space i.e. sets or risers, will also affect seating capacity.

One WCC Special Events Coordinator must be in attendance during the entire rental period unless otherwise agreed to in writing.

The WCC limits service of alcoholic beverages to beer and wine. Written permission to serve beer and/or wine must be obtained from the WCC prior to the date of rental. No alcohol is permitted at bereavement receptions.

### INSURANCE

1. **If the Applicant is a business, non-profit organization or a private individual using our facilities for non-personal use, the following insurance requirements apply:**
  - a. **(Applicant)** is required to provide a Certificate of Liability Insurance at least 48 hours prior to the event. Said Certificate of Insurance must name The Wilton Congregational Church, Inc. as an “also insured” and must contain liability limits of \$1,000,000 per occurrence and \$2,000,000 aggregate.
  - b. If the Applicant has obtained approval from WCC to serve beer and wine, the Applicant must show on the certificate of insurance that host liquor liability coverage is included.
2. **If the use is for strictly social purposes such as a bridal shower, wedding rehearsal dinner or bereavement reception,** the Applicant must provide a copy of their current homeowner’s insurance showing minimum personal liability limits of \$500,000.

The Applicant also agrees to give written notice to WCC’s management of any bodily injury to any party or damage to any property arising out of its use and rental of the premises, within 24 hours of the end of the event.

The Applicant will be responsible for the fees listed. In return for use of the subject premises, the Applicant, as Renter, enter into this agreement of its own free will, and agrees to be bound by all policies governing its use as outlined herein.

It is the Applicant’s responsibility to advise the WCC in writing at inception of the agreement of any usage forgone. Otherwise, the WCC will require all fees paid as scheduled. The WCC will forgive fees charged in the event of poor weather defined in general by school closings.

The Applicant will confine activity to specified parts of the building, and cooperate with WCC and Church personnel to promote safety and facilitate multiple uses of the facilities.

## **VII. MISCELLANEOUS**

### **FINAL DECISIONS**

In case of doubt or uncertainty by any outside person or group about the application or interpretation of these regulations, or in our customary practices not specifically mentioned here, the Board of Trustees or its delegated representative shall decide the matter and all individuals and groups shall abide by the Board of Trustees' directions or forfeit immediately the use of any part of the facility.

### **EMERGENCY SCHEDULING CONFLICTS**

The WCC reserves the right to pre-empt any facility use for its own in cases of emergencies, such as funerals. Notice will be provided as early as possible.

### **HELPFUL INFORMATION**

Wilton Congregational Church  
70 Ridgefield Road  
P.O. Box 215  
Wilton, Connecticut 06897  
Telephone: (203) 762-5591

#### **Emergency Contact Info:**

Pamela Brown, Facilities Manager: (203) 273-0751  
Kenny Mercer, Sexton: (203) 943-8197

For any Emergency Situations, please dial 911.

For any Non-Emergency Situations:

Wilton Police Department	(203) 834-6260
Wilton Fire Department	(203) 834-6246
Wilton Ambulance	(203) 834-6245
Norwalk Hospital	(203) 852-2000 Toll-Free Number - (800) 789-2584
Poison Control	(800) 222-1222

# APPENDIX A

## WCC FACILITIES USE APPLICATION (PLEASE COMPLETE ENTIRE FORM)

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

Responsible Person \_\_\_\_\_

Member      Non-Member      Non-profit      For-profit      *(circle one)*

Address \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Purpose of Use \_\_\_\_\_

Mission Statement if applicable \_\_\_\_\_

Event Name and Description \_\_\_\_\_

Date of Request \_\_\_\_\_ Contact Person's Name \_\_\_\_\_

Date(s) Requested \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Will the event be recurring?

\_\_\_\_\_ One time only

\_\_\_\_\_ Monthly

\_\_\_\_\_ Weekly

\_\_\_\_\_ Multiple days

Which day of the week?: \_\_\_\_\_

Room(s) Requested:

- Sanctuary
- Pilgrim Hall
- Pilgrim Hall with use of Kitchen
- Kitchen
- Colonial Room
- Upper Meeting Room
- Classroom
- Nursery
- Youth Room

Anticipated Number of Participants: \_\_\_\_\_

Will a participant fee be charged for the event? \_\_\_\_\_ Yes \_\_\_\_\_ No

Will food or drink be consumed? \_\_\_\_\_ Yes \_\_\_\_\_ No

Parking Lot restrictions, if any: \_\_\_\_\_

**Standard Fees & Security Deposits\***

\* Fees are used to cover utilities, services, and costs to WCC

\*Security Deposits are required to (1) reserve the date of your event, (2) to cover any damage or abuse to the facility as a result of the event, and (3) to cover costs for excessive time over the allotted time scheduled for the event when caused by the participating guests. Any excess will be refunded to you approximately one to three weeks after your event. It is not to be used to offset your fees.

This Application should be completed and returned as soon as possible. After review and approval, a Facility Use Fee Agreement will be sent to you stating the detailed fees and required deposits for your event. ***Fees are due no later than the date of the event (or terms as agreed for long-term rentals).***

**ACCEPTANCE OF RESPONSIBILITY**

I agree to be responsible for the conduct of those coming to, or participating in, the activity for which this application is being made, and for any damage beyond normal wear and tear that may occur as a result of this activity. I will remove all signs and decorations posted by my group immediately after the meeting/event has ended. I further agree that the church property will be used in accordance with the Rules and Regulations of the Board of Trustees, and I hereby consent to the Release and Indemnity Agreement.

Group: \_\_\_\_\_

Name of responsible party: \_\_\_\_\_

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

<p>FOR OFFICE USE ONLY</p> <p>Room Use Category:</p> <p>Request Approved:</p> <p>Request Denied:</p> <p>Agreed Upon Fees:</p>
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## WCC RELEASE AND HOLD HARMLESS AGREEMENT

### Hold Harmless Policy

- A. The Church, its agents, and members shall not be held liable for:
  - 1) Any damage or injuries occurring as a result of your group's use of the church property
  - 2) Any claims, demands, or actions arising from your group's use of the church
  
- B. You and your group will defend, hold harmless, and indemnify the church, its agents and members, from all expenses, court costs, attorney fees, settlement fees, and judgments occurring or arising from use of the Church and facilities from items A1 and A2 above.
  
- C. If anyone makes a claim based on an assignment or subrogation by your group, you will wholly satisfy such claim.

I have fully read and understand the requirements for the use of the church facilities and grounds and will comply with them.

Signature of the Group contact person:

\_\_\_\_\_

Printed name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Key #: \_\_\_\_\_

Authorized by: \_\_\_\_\_

(WCC Representative)

