



FIRST CONGREGATIONAL CHURCH OF AKRON

BUILDING-USE REQUEST

Please note: Completing this form does not constitute an agreement for use. Based on the information given below, a Building-Use Agreement will be drafted to confirm your request and outline any costs involved. The form must be signed and returned with the deposit within 5 business days to confirm your event.

Title of Event and Description: _____

Date(s) of Event: _____

Time Event Begins: _____ Ends: _____ Organizer's Time of Arrival: _____

No. of Attendees Anticipated (including participants): _____

Rehearsal Date(s) Requested: _____ Rehearsal Times: _____

Name of Group / Organization, if any: _____

Name of Contact Person: _____

Cellphone and Email: _____

First Church Active Member private event: yes / no (example: wedding or baby shower, birthday, anniversary, retirement). Active church member's private events are not charged room usage fees but members are expected to cover costs for food service and staff support for any private event.

Room(s) Requested:		Seating Capacity	Check to Request Kitchen Access:
Meetinghouse	<input type="checkbox"/>	368 down, 226 up	<input type="checkbox"/>
Chapel	<input type="checkbox"/>	60-70	<input type="checkbox"/>
Fellowship Hall	<input type="checkbox"/>	150	<input type="checkbox"/>
Small Dining Room	<input type="checkbox"/>	49	<input type="checkbox"/>
Conference Room	<input type="checkbox"/>	34	<input type="checkbox"/>
Library	<input type="checkbox"/>	8	<input type="checkbox"/>
Upper Room	<input type="checkbox"/>	80	<input type="checkbox"/>
Classrooms	<input type="checkbox"/>	No.: _____	<input type="checkbox"/>

Set-Up Requested: _____

Equipment Requested (AV, piano, sound system, wifi, etc): _____

Are you planning to bring in and/or use our sound equipment or instruments? yes / no

Do you plan to bring food / drink in: yes / no

FOOD SERVICE

- Beverage Service only – Coffee, Tea, lemonade, water \$1.50 per person

Meal Options

- Continental Breakfast \$4.00 per person
Coffee, Tea, Mini-Muffins, Bagels
- Hot Breakfast \$8.00 per person
Coffee, Tea, Cheesy Ham and Egg Bake, French Toast Bake, Fresh Fruit, Mini-Muffins, Bagels
- Lunch \$8.00 per person
All lunch options include coffee, tea, lemonade and water. Pop or other beverages can be provided by request for an additional \$1 per person.

Select menu:

- Baked Cod, Potato, Vegetable, Salad, Dessert
 - Breaded Chicken Breast, Potato, Vegetable, Salad, Dessert
 - Chicken Pot Pie, Potato, Salad, Dessert
 - Beef Stew, Side, Salad, Dessert
 - Rigatoni with Meatballs, Vegetable, Side, Salad, Dessert
 - Spaghetti with Meatballs, Vegetable, Side, Salad, Dessert
 - Stuffed Cabbage, Potato, Vegetable, Salad, Dessert
 - Chicken with Broccoli, Potato, Vegetable, Salad, Dessert
 - Swedish Meatballs served over noodles, Vegetable, Side, Salad, Dessert
 - Picnic lunch Hot Dogs, Vegetable, Side, Salad, Dessert
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- Lunch \$10 per person
Roast Beef, Potato, Vegetable, Salad, Dessert

Menu Selections:

Potatoes:

- Mashed
- Au gratin
- Scalloped
- Red Skins

Sides:

- Applesauce
- Cottage Cheese
- Cole Slaw

Vegetables:

- Corn
- Green Beans
- Carrots
- Baked Beans
- California Blend (Broccoli, Carrot, Cauliflower)
- Tuscan Blend (Green Beans, Carrots, Squash, Zucchini, Red Bell Peppers)

Salads:

- Tossed
- Spinach
- Macaroni Salad
- Potato Salad

Desserts:

- Assorted Pies
- Cookies
- Cupcakes
- Ice Cream

Will alcohol be served? yes / no (if yes, requires signed Beer & Wine Agreement)

Special Food Requests (dietary restrictions, allergies, vegan, etc.)

Building-Use Request and Approval Process

- Complete the Building-Use Request Form to start the rental process and submit to the First Church office for the attention of the Congregational Life Coordinator. Under approved circumstances, room usage fees may be waived for non-profit and community groups whose mission aligns with First Church's. To be considered, please send a waiver request letter to the Congregational Life Coordinator. All letters need to be received at least 90 days prior to the event.
- The usage request will be reviewed and will be either approved or denied. If approved, the Congregational Life Coordinator will send a completed Building Use Agreement. A completed Building Use Agreement, with deposit, must be received by First Church within 5 business days to confirm your event or the date will be released.
- A staff member(s) will be assigned to work the event and the Congregational Life Coordinator will be the event organizer's contact ahead of the event date.
- A certificate of insurance naming First Church as an additional insured may be required.
- A 50% room deposit will be required once the event is approved to secure the facility. A 50% food deposit, based on headcount at time of booking, will be required. For a cancellation 2 or more weeks prior to the scheduled event date, a full refund can be made. Please note that in the case of a wedding, a \$100 non-refundable deposit is required once your event is approved to secure the facility.
- Final payment is due 5 days prior to your event or, in the case of a wedding, at the wedding rehearsal.

Please be advised that conditions for use are subject to the Building-Use Policies contained in the Building-Use Agreement.

Please return this form to
Kasey Kalchert, Congregational Life Coordinator
292 East Market Street, Akron, OH 44308
kasey.kalchert@akronfcc.org
Phone: 330-253-5109
Fax: 330-253-8303

For office use only:

Date Request Received: _____ Approved by: _____ Date Approved: _____