



# FIRST CONGREGATIONAL CHURCH OF AKRON

## BUILDING-USE REQUEST

**Please note:** Completing this form *does not* constitute an agreement for use. If approved, a Building-Use Agreement will be drafted to confirm your request and outline any costs involved. The Building-Use Agreement must be signed and returned with the deposit within 5 business days to confirm your event. For weddings and memorial services, do not submit this form. Please email [church@akronfcc.org](mailto:church@akronfcc.org) or call 330.253.5109 to set up a meeting with a minister.

Title of Event: \_\_\_\_\_

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         |     |
|-------------------------------|--------------------------|-----|
| Meetinghouse (sanctuary)      | <input type="checkbox"/> | 250 |
| Chapel                        | <input type="checkbox"/> | 40  |
| Fellowship Hall (dining hall) | <input type="checkbox"/> | 60  |
| Conference Room               | <input type="checkbox"/> | 18  |
| Library                       | <input type="checkbox"/> | 8   |
| Upper Room                    | <input type="checkbox"/> | N/A |
| Classrooms                    | <input type="checkbox"/> | N/A |

Set-Up Requested: \_\_\_\_\_

Equipment Requested (piano, sound system, tv, projector w/ screen, wifi, etc): \_\_\_\_\_

Do you plan to bring your own sound equipment or instruments?  yes /  no

Do you plan to bring your own food / drink?  yes /  no

Does your event need livestreamed? (Meetinghouse events only)  yes /  no

Do you need access to the kitchen?  yes /  no

**FOOD SERVICE** (Leave blank if your event does not require food service provided by First Church)

- Beverage Service only – Coffee, Tea, lemonade, water - \$2 per person

**Meal Options**

- Continental Breakfast - \$5 per person  
Coffee, Tea, Mini-Muffins, Bagels
- Hot Breakfast - \$10 per person  
Coffee, Tea, Cheesy Ham and Egg Bake, French Toast Bake, Fresh Fruit, Mini-Muffins, Bagels
- Lunch - \$10 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 \$10 lunch menu (only 1):
    - Baked Cod, Potato, Vegetable, Salad, Dessert
    - Breaded Chicken Breast, Potato, Vegetable, Salad, Dessert
    - Chicken Pot Pie, Potato, 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
- Lunch - \$12 per person  
Roast Beef, Potato, Vegetable, Salad, Dessert

**Lunch Menu Selections:** Select one from each category. Multiple selections from the same category will incur additional charges.

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.)

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## Building-Use Fees for Your Reference\*

| <b>Room **</b>  | <b>Price</b>    |
|---|-----------------|
| Meetinghouse – Event <sup>1</sup>   | \$300           |
| Meetinghouse – Event Rehearsal <sup>1</sup>   | \$150           |
| Meetinghouse – Wedding <sup>2</sup>   | \$600           |
| Chapel <sup>1</sup>   | \$150           |
| Chapel – Wedding <sup>2</sup>   | \$300           |
| Fellowship Hall & Kitchen <sup>1</sup>  | \$100           |
| Conference Room <sup>1</sup>  | \$50            |
| Library <sup>1</sup>  | \$50            |
| Upper Room <sup>1</sup>   | \$150           |
| Music Room <sup>1</sup>   | \$50            |
| Classrooms (4) each <sup>1</sup>  | \$40/each       |
| <b>Personnel</b>  | <b>Price</b>    |
| Clergy officiant  | \$350           |
| Lead Organist / Pianist   | \$300           |
| Additional Musicians  | \$150/each      |
| Day-of-Event Coordinator  | \$150           |
| Building Staff Support <sup>3</sup>   | \$125 each      |
| A/V Technician(s)   | \$25/hour/each  |
| <b>Other</b>  | <b>Price</b>    |
| Reservation Fee (weddings only)   | \$100           |
| Light Cold Appetizers, coffee, tea, and punch   | \$8 per person  |
| Hot and cold appetizers, coffee, tea, and punch   | \$10 per person |
| <p>*There are no fees for First Church events hosted by a First Church board, committee, or leadership group.</p> <p>**There is no room charge for First Church Members. Non-profit organizations will receive a 50% discount on room fees.</p> <p><sup>1</sup> Fee applies to a 4-hour block minimum. Longer events will incur additional charges.</p> <p><sup>2</sup> Fee applies to a 4-hour block minimum and includes use of the foyer, Meetinghouse / Chapel, and changing rooms. Longer events will incur additional charges.</p> <p><sup>3</sup> Fee applies to a 4-hour block minimum for a staff member(s) to be present at the event. Longer events will incur additional charges.</p> <p><sup>4</sup> There is a 3 hour minimum for weddings.</p> |                 |

**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 staff member(s) will be assigned to work the event if determined necessary 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 (in addition to the room and food deposits) once your event is approved to secure the facility.
- A signed Building-Use Agreement, with deposit(s), must be received by First Church within 5 business days to confirm your event or the date will be released.
- 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**  
**Alex Morris, Congregational Life Coordinator**  
292 East Market Street, Akron, OH 44308  
alex.morris@akronfcc.org  
Phone: 330-253-5109 x112  
Fax: 330-253-8303

*For office use only:*

Date Request Received: \_\_\_\_\_ Approved by: \_\_\_\_\_ Date Approved: \_\_\_\_\_