

☛ Please sign a copy and return it to the Church Office. Thank you.

The First Church in Hartland

2 Hartland Boulevard, P.O. Box 155
East Hartland, CT 06027
860-653-6495

Use of Facilities Agreement

We are happy to accommodate you and your group. Because of the nature of your activity, there may be a service charge for use of our facilities. The kitchen is to be left in the condition you found it.

To coordinate the usage of our facilities and make you aware of certain restrictions, we require that you complete and return one signed copy of this agreement. Thank you for your cooperation.

NAME:	GROUP:	
ADDRESS:	PHONE:	
EMAIL:		
TYPE OF ACTIVITY: <input type="checkbox"/> Funeral <input type="checkbox"/> Wedding <input type="checkbox"/> Other: _____ (Check all that apply.)		
LOCATION(S): <input type="checkbox"/> Church (2 Hartland Blvd.) <input type="checkbox"/> Parish Hall (5 Hartland Blvd.) Check all that apply.		
DATE(S) NEEDED:		
TIME:	<i>Approx. Set-up time:</i>	<i>Approx. Clean-up time:</i>
Approximate number of people:		
RESTRICTIONS: <u>No</u> Alcoholic Beverages <u>No</u> Smoking in any rooms, including restrooms. Facilities are not for any commercial use. All rooms and facilities used shall be put in the order in which they were found.		
INSURANCE: The renter shall indemnify and hold harmless the First Church in Hartland from any and all loss, damage and expense including but not limited to counsel fees arising out of any accident or damage which shall happen about the Church Premises resulting from use of the Church Premises. A certificate of liability insurance may be required for the use of the buildings. Please contact your insurance provider for more information.		
BUILDING OCCUPANCY: <u>Church:</u> 209 (164 in the main sanctuary and 45 in the balcony.) <u>Parish Hall:</u> seating only 130 and seating with tables 62 by order of the Fire Marshall Town of Hartland.		
ADDITIONAL:		

I/We agree to the terms set forth. If usage is after office hours, please check with the church office before the scheduled event to obtain key.

(Individual or responsible officer)

Date

Service Charge: Reference Guidelines for Use of the Facilities at the First Church in Hartland 2026

Damages will be billed to the party responsible.

_____ Date

PLEASE USE THE BACK OF THIS PAGE FOR ROOM SET-UP DIRECTIONS