

Guidelines for Use of the Facilities at The First Church in Hartland (2026)

We welcome and encourage the use of our beautiful buildings and grounds for your events. Reserving the church may include use of the Parish Hall to access additional restrooms. We cannot guarantee exclusiveness of any portion of the Parish Hall, unless that facility is also reserved. However, every effort will be made to ensure your satisfaction.

Should your event require the use of other rooms in the Parish Hall, please reserve spaces as needed or additional charges will apply.

A signed Use of Facilities agreement must be completed and on file with the Trustees and Office Administrator.

Use of the Facilities by Active Members of the Church – as per the Constitution, “active members are defined as: “First Church members are expected to the best of their ability to attend the regular services of worship, to contribute financially to the support of the church and its benevolences, to participate in its life and work, and to evidence in their daily lives a Christian life-style.” Use of the Parish Hall and Church buildings will be no charge” to members as stated, donations are encouraged to cover costs including but not limited to utilities, building maintenance, regular cleaning and building security. Charges for Sexton may apply. Extenuating circumstances will be considered.

- Members are responsible to return the buildings to pre-activity status, including cleanliness.
- Members are responsible for payment of all other applicable fees for services rendered.

Facility Use Rates

	Wedding	Funeral	Other (Parties, Events, Picnics, etc.)
Church	\$200	No charge	\$ *
Parish Hall w/ Fireplace	\$200	\$200	\$200*
Kitchen	\$100	\$100	\$100
Parish Hall Meeting Room	\$50	\$50	\$50
Parish Hall Upstairs Room(s) – each	\$50	\$50	\$50
Parish Hall – Playroom	\$50	\$50	\$50
Pastor’s Honorarium †	\$400-500	\$400-500	--
Musician/Organist †	\$225	\$175	--
Soloist	\$200	\$100	--
Sexton’s Fee	\$150	\$ 50	\$100*

† Payable to the individual.

*To be determined per event based on needs of the event.

Note: Sexton’s fees are for unlocking, locking, cleanup, setup and takedown of tables/chairs/etc. Depending on the specific activity, the safety requirements and length of event, the Sexton may be required to be on premises for the duration of the event. However, the facility must be returned to pre-activity cleanliness and order unless other arrangements are made in advance. **Sexton fees are payable to First Church.**

Note: Fees are to paid in advance or at the time of the event.

Checks are to be made payable to: The First Church in Hartland
Mailing Address: P.O. Box 155, East Hartland, CT 06027

Other types of functions at the Church or Parish Hall are subject to approval in advance by the Board of Trustees.
Functions that are not allowed:

- Political Party or Candidate sponsored events
- Smoking is not allowed in any building
- Serving of alcohol is prohibited

Occupancy

Church - The maximum number of people allowed to occupy the Church is 189 (154 in the main sanctuary and 35 in the balcony) per the Fire Marshal.

Parish Hall, main room - Occupancy limits for the main room in the Parish Hall are as follows:

- Seating Only - **130** Maximum Capacity
 - Seating with tables and chairs - **62** Maximum Capacity per Fire Marshal 07/2019.
- ✓ A signed Use of Facilities Agreement must be on file with the Trustees and Office Administrator.

Damages: **See Use of Facilities Agreement.** (Attached)

Sunday Events:

Event coordinators, caterers, deliveries of rental equipment are allowed access to the Parish Hall Fellowship Room and kitchen **AFTER 1:00 p.m.** Please schedule your event accordingly.