

**Memorial Congregational Church
United Church of Christ
26 Concord Road
Sudbury, Massachusetts 01776
office@mccsudbury.org 978-443-3885**

Application for Use of Facilities

Please complete and sign both this form and the "Facilities Usage Policy" to request the date(s) for your event, and return them to the office at MCC by hand, mail, or email. Requests will be reviewed and approved/not approved within two weeks of the submittal of a complete request.

Date of application: _____

Applicant Name/Organization: _____

The organization/individual is: Non-profit For profit/non-member
 Active MCC member

Event Description/Intended Use of Facilities: _____

Requested day and date: _____

Additional dates (if recurring): _____

Start time (including set-up): _____

End time (including clean-up): _____

Total Hours: _____

Age group of participants: _____

Number of attendees expected: _____

Contact Person: _____

Address: _____

City, State, zip code: _____

Day Phone: _____ Evening Phone: _____ Cell: _____

Email address: _____

Will beer/wine/champagne (no other alcohol) be served: Yes No

Name of responsible person at event, if different from above: _____

Key needed? Yes No Name of Key holder: _____

Are there any special considerations? _____

Spaces Available to rent and fees:

Space	Maximum Capacity - Chairs only	Maximum Capacity - Tables and chairs	Square feet
Ames Hall	150	100	1,911
Sanctuary	250	NA	2,750
Parlor	100	80	1,421
Meeting Room	NA	14	208
Classrooms/Nursery	Varies	Varies	270-510

Note: The maximum number of participants must not exceed the capacity of the space being rented.

Space	For Profits/Non-member	Non-Profits	Active MCC Member*	Total Hours	Fee
Ames Hall	\$400/4 hrs, \$250/2 hrs, \$100/hr over 4	\$200/4 hrs, \$125/2 hrs, \$50/hr over 4	\$100/4 hrs, \$75/2 hrs, \$25/hr over 4		\$
Ames Hall Kitchen	\$150/4 hrs, \$100/2 hrs, \$35/hr over 4	\$75/4 hrs, \$50/2 hrs, \$20/hr over 4	\$37.5/4 hrs, \$25/2 hrs, \$10/hr over 4		\$
Sanctuary (includes parlor)**	\$500 per event	\$250 per event	\$125 per event		\$
Parlor (not inc. sanctuary or kitchen)	\$200/4 hrs, \$100/2 hrs	\$100/4 hrs, \$50/2 hrs	\$50/4 hrs, \$25/2 hrs		\$
Parlor Kitchen	\$20/hr	\$10/hr	\$5/hr		\$
Meeting Room/hallway	\$40/hr	\$20/hr	\$10/hr		\$
Classrooms/Nursery	\$40/hr	\$20/hr	\$10/hr		\$
Other fees					
Security/key deposit	\$200	\$200	\$50		\$
Caretaker Fee	\$ 20 per hour	\$ 20 per hour			\$
Ames/Blue Room Piano***	\$25	\$25	\$12.50		\$
Dumpster fee (events)	\$25 per event	\$25 per event	\$12.50 per event		\$
				Total Fees	\$ _____

*Active MCC Members receive a 50% discount off of the Non-Profit rate for a non-profit event

**Requires Pastor/Diaconate approval

***Requires trained pianist and approval of Music Minister

Discounted rates may be available for long-term or multi-date usage, or when extended time is needed for set-up (ex. Weddings, parties).

50% deposit of Total Fees or \$_____ paid via check #_____ on _____

Balance of \$_____ due 2 weeks before event paid via check #_____ on _____

If applicable, Cleaning/Sexton/Caretaker fee to be paid directly to person one week prior to the event.

The information supplied herein is true and accurate to the best of my knowledge and belief. If my/our application is approved, I/we agree to abide by all terms and conditions set forth in the MCC Facilities Usage policy.

Signature of Facility User: _____

Signature of Key Holder: _____