**Hollis Avenue**

**Congregational Church, Inc.**

**United Church Of Christ**

211-04 Hollis Avenue + Queens Village, New York 11429-14.23 + Church: (718) 468-1498

website; [www.Hollisavenuechurch.com](http://www.Hollisavenuechurch.com) Email; Haccwebsite@gmail.com

Donations

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| --- | --- |
| FELLOWSHIP HALL (FUND) RAISING EVENTS (Private Parties and Dinners ) Each additional hour | $975.00 5 hours or less$100.00 per hour |
| SANCTUARY WEDDINGSEach additional hour | $300.00 3 hours$75.00 per hour |
| MEETING ROOMEach additional hour | $150.00 3 hours or less$ 50.00 per hour |
| LIABILITY DEPOSIT (Refundable) | $ 200.00  |

**COMMUNITY NON-FUND RAISING EVENTS -** All consideration will be given to request for community non-fund raising activities. Donations requested to cover expenses for opening, (heat, light etc.) in case of meetings.

RULES AND REGULATIONS TO GOVERN

1. APPLICATION POLICY:

We cannot allow events considered illegal under the law to be held in the Church.

All applications will be reviewed by the Trustee Board or Business Manager of the Hollis Avenue Congregational

Church for final approval. This will take approximately one week to ten days.

2. TIME LIMIT:

All affairs or functions given in the Church Fellowship Hall must have a time limit as follows: NIGHT AFFAIRS: Friday 8:00 P.M. to 1 A.M.

9:00 P.M. to 2 A.M. Saturday 8:00 P.M. to 1A.M.

3. CAPACITY ATTENDANCE:

The number of persons in attendance at any activity must not exceed the capacity of 200-225 persons as set by the Fire and Building Department.

4. DECORATIONS:

Prior to time of affairs, plans for decorations must be made with the Trustee Board. Decorations must be on non-flamatory materials

5. CONCERNING EQUIPMENT:

No equipment of any kind shall be removed from the Fellowship Hall and the applicant/organization shall be held strictly responsible for any damage done to equipment or the Fellowship Hall.

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6. EXTRA EQUIPMENT:

**Continued**

In specific cases where an organization, club, etc. finds it necessary to bring in extra equipment, tables, chairs and any other equipment for which they are responsible, such extra equipment must be removed from the Church, as soon after the affair as possible and no later than 48 hours after the affair. (or special arrangement with Board of Trustees)

Tables and chairs in specified cases where a club or organization, etc. finds that the Fellowship Hall does not have adequate tables and chairs for the affair, it is the responsibility of the renter to provide additional tables and chairs at their own expense. The Church will not be liable for securing more tables and chairs.

7. RESTORATION:

Each and *every* room allotted an organization by contract must be restored to the condition in which it was found. All refuse must be placed in the proper receptacle during and after the affair. All decorations must be removed.

8. LOST OR STOLEN ARTICLES:

The Church will not be responsible, under any circumstances, for lost or stolen articles or clothing.

9. DRINKING VIOLATION:

The sale or use of alcoholic beverages is strictly prohibited on these premises. Violation of this rule means immediate revocation of said contract without refund. Also the sale or use of any forms of Narcotics shall result in the same immediate revocation of said contract without refund.

10. SUPERVISION:

Affair for persons under 21 years of age must be Church related and have adult personnel in the ratio of 1 to 20.

11. PARKING:

We are not responsible for any theft or damage to any motor vehicle. Any stolen articles are not our responsibility. Also any motor vehicles left *over* 24 hours shall be towed away at owners expense. If you damage our property - - You pay!

12. NO SMOKING:

There is no smoking allowed on the premises.

Sign name

have read and agree to the terms stated in this document..

