



Event Planning Guide



PO Box 3211, Asheville, NC 28802 | 828-252-8729
Located at 20 Oak St. Asheville | www.uccasheville.org

Our Facilities



We offer our Friendship Hall for receptions, rehearsal dinners, meetings and other events. The room will accommodate 240 in theatre style seating and up to 150 with tables and chairs. Adjacent to the Friendship Hall is a large commercial kitchen that can be used by you or your caterer to prepare meals. We have both rectangular and round tables to allow for your choice of seating arrangements and we have place settings available as well.

Our Sanctuary is a beautiful and historic space and seats up to 300 people. It can be rented for weddings, meetings, concerts and other events. If you are planning a wedding, we also offer the choir room for the groomsmen and a lounge located in the adjoining building for the bride and bridesmaids to use.

We also have rooms in our educational wing available for meetings, classes or events. They can be rented by the day, weekly or monthly.

Please contact the Administrative Coordinator at admin@uccasheville.org, or call 828-252-8729, to view the space and determine if the desired date is available on the calendar.

FCUCC has contractual agreements that must be signed by the person renting the space and who is of legal age (21 years old). A signed contract and \$200 deposit reserves your date on our calendar. All contracts should be filled out and returned to the Administrative Coordinator as soon as possible to ensure reservation of the Sanctuary and/or Friendship Hall. All fees must be paid in full 14 days before the event. The church reserves the right to cancel your event for non-payment.



To schedule your event, please fill out and submit the Event Reservation Form and the Building Use and Contract Agreements with the \$200 deposit.

	Non-Members	For Profit	Non-Profit
Damage Deposit	\$200	\$200	\$200
Sanctuary	\$1,500	\$1,500	\$500
Friendship Hall (4 hours)	\$300	\$450	\$300
Friendship Hall (8 hours)	\$500	\$750	\$500
Friendship Hall (4 hours) with Kitchen	\$500	\$900	\$500
Friendship Hall (8 hours) with Kitchen	\$750	\$1,250	\$750

Event coordinator fee included in rental fee, not billed separately.

Classroom rental fee is \$5 per hour.

Email admin@uccasheville.org for member rates.



Rental Policies

Liability: The renter assumes all liability for their guests while on church property.

Weapons: Weapons, including concealed handguns, are prohibited on the premises.

Smoking: The church is a non-smoking campus. Smoking is not allowed in any of the buildings, doorways, porches, lawns, gardens, sidewalks, or parking lot.

Alcohol: Wine and beer may be served in the kitchen and Friendship Hall only. No mixed drinks or spirits of any kind are allowed. No alcohol is to be served to minors. You are responsible to monitor drinking and provide transportation for your guests if needed.

Use of tape, tacks, etc.: Nothing may be attached to or removed from any fixture such as pews, doors, or walls without prior approval of the church's event coordinator.

Heating and Air Conditioning: The event coordinator will adjust the temperature as needed. Your feedback as to the comfort of attendees is appreciated, so that adjustments may be made for future events if necessary.

Kitchen: If you have contracted to use the Friendship Hall and Kitchen, use of gas range, refrigerator, warming oven, convection oven, microwave, commercial dishwasher, and coffee maker are included in rental of the kitchen. Our kitchen is a professional caterer's kitchen complete with dishes, flat and glassware, pots and pans, and a warming box. All food and cooking supplies should be removed from the kitchen at the end of your event. All items used **MUST** be cleaned and returned to their proper storage place. Failure to do so will render your deposit void.



Condition of Premises: Applicants signing the contract must leave the premises as they found them. This includes returning equipment to the place where it was found. The applicants accept all responsibility for any damage incurred to the property and/or belongings of any area used including restrooms, halls, and windows.

Cleanup and Trash: Please make prior arrangements with the event coordinator for removing decorations and flowers from the Sanctuary or Friendship Hall. Please remove all personal articles from the dressing rooms and clean up the Friendship Hall and Kitchen if applicable. Trash must be collected in plastic bags and removed from the premises. Trash bags must be taken to the dumpsters directly behind the church in the alley. Recycling bins are provided for your use which the church custodian will take care of.

We recommend that leftover food be donated to Beloved House of Asheville or the WNC Rescue Mission. Your event must end by 11:00 pm.

Parking: Because the church has very little parking, rental of the church facilities does not come with parking. There is a parking garage around the corner and ample on-street parking after 6 pm and all day on Sunday.

Building Access: The event coordinator will arrange for opening and closing of the church. The hours agreed upon in the Building Use Agreement are the hours that you are allowed to be in the building.

Event Reservation Form

Name of Organization: _____

Name of primary contact: _____

Address: _____

Phone: _____ Email: _____

Name of secondary contact: _____

Address: _____

Phone: _____ Email: _____

Date: _____ Start Time: _____ End Time: _____

Expected Attendance: _____

Type (round/rectangular) and of number of tables needed: _____

Number of chairs needed: _____

Note: You are responsible for the setup and take down of the Friendship Hall and other rooms (excluding the Sanctuary). We can recommend a company for hire if you require one.

Equipment requested:

Audio Visual Equipment: _____

Microphones _____ LCD Projector _____ Screen _____

Adapter from phone/tablet to audio _____ Speakers _____

Music stands _____ Microphone for Instruments _____

For Sanctuary Rental - flowers to remain on the altar (yes/no) _____

Please complete the Building Use and Contract Agreements.

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Building Use Agreement

The undersigned agrees for herself/himself and as the party responsible for engaging the use of the Asheville First Congregational United Church of Christ (“the Church”) facilities on behalf of its participants, agents, members, employees, and guests (collectively, “User”) to the following terms and conditions:

Terms of General Use

The User has the authority to execute this Agreement on behalf of all parties who will utilize the Church facilities in connection with the User’s one-time event, recurring program or meeting or other rental/use of Church space (collectively, “event”). If there is any question as to whether the User has such authority, the Church may require other parties involved with the User’s event to separately execute a Building Use Agreement.

The User will exercise the utmost care in using the Church building, grounds and equipment and agrees to replace or repair any missing or damaged portion of the facilities, property, or equipment, and provide or arrange for adequate supervision of persons participating in User’s event.

The User agrees to use only the approved space, rooms and/or equipment specified in its Contract Agreement for Use of Church Facilities (the “Agreement”), which is attached to this Agreement, and only for the time specified in the Agreement. The User must request the Church to modify the Agreement in the event additional space, rooms and/or equipment are desired. User acknowledges that the Church may assess an additional Rental Fee if the User extends the time period set forth in the Agreement.

User agrees that nothing may be attached to or removed from any fixture such as pews, doors or walls unless approved in advance of User’s event by the Church’s event coordinator. Symbols of Christian faith, such as crosses, banners, baptismal font and communion table may not be moved or removed from the Church’s worship space. Candles may be used only with prior authorization of the Church’s event coordinator and in no event may be placed on floors. All decorations must be approved in advance of User’s event by the Church’s event coordinator and must be removed immediately following User’s event unless agreed otherwise by the Church’s event coordinator.

Utilization of the Professional Caterer’s Kitchen and Friendship Hall, if indicated on User’s Agreement, includes use of the gas range, refrigerator, warming oven, convection oven, microwave, commercial dishwasher, coffeemaker, dishes, flatware, glassware, and pots and pans. It does not include use of the BBQ grill outside the kitchen.

The User agrees to leave utilized space and equipment, as provided in User's Agreement, including rest rooms, in the condition they were found upon arrival and to dispose of all trash generated by User's event.

For Users of the Church's Kitchen and Friendship Hall, cooking supplies not provided by the Church and food are to be removed from the Kitchen following User's event. Plastic trash bags must be taken to the dumpsters in the alley directly behind the Church. The Church custodian will empty the recycling bins provided by the Church for User's use. Tables, chairs, furnishings, Kitchen appliances and other Kitchen ware must be cleaned and returned to pre-use locations or stored in designated areas. The outside grill is not part of the kitchen, is not church property and its use is not permitted.

Smoking is not permitted anywhere on Church property, including in the Church buildings, doorways, porches, lawns, gardens, sidewalks or parking areas.

The use of any drug not sold over-the-counter or by physician prescription is not permitted anywhere on Church property.

Wine and beer may be served and consumed only in the Church Kitchen and Friendship Hall. Mixed drinks or spirits of any kind are not permitted on Church property. No alcohol of any kind may be served to minors. User agrees to monitor guests' drinking of alcoholic beverages and provide transportation for guests, as needed.

The outside grill is not part of the kitchen, is not church property and its use is not permitted.

Weapons, included concealed handguns, are not permitted on Church property.

To ensure the safety and security of all, User agrees that doors may not be propped open for User's event and that User will station responsible persons at doors to admit guests.

Due to limited parking spaces, rental of Church premises does not include parking unless otherwise agreed by the Church's event coordinator. There is a parking garage around the corner and ample on-street parking after 6 pm and all day on Sunday.

The User acknowledges that the Church has installed security cameras in various areas of its premises to enhance staff, parishioner, and guest safety. Tampering or interfering with the operation of Church security cameras may result in immediate termination of this Agreement.

The User agrees to abide by any other Church policies provided in writing to User upon execution of this Agreement, which policies are thereby incorporated into this Agreement.

Cleaning/Facility Condition Deposit

In connection with its Agreement, User has paid a deposit to hold the date for User's event. In the Church's sole discretion, User's failure to comply with any of the terms of this Building Use Agreement may result in the forfeiture of all or part of User's deposit.

Termination of Agreement

The Church reserves the right to limit the use of its building, grounds, and equipment for any reason and, absent emergency circumstances, as determined by the Church, will provide 30 days’ written notice of termination of this Agreement. Termination due to emergency will occur in a timeframe determined by the Church, including immediately.

The User will provide the Church 30 days’ written notice of termination of this Agreement or as soon thereafter as practicable.

Liability for Damage and/or Injury

User shall be responsible for any damage caused to the Church or Church property in connection with User’s event and shall compensate the Church for breakage or damage resulting from User’s event.

The Church shall not be responsible for personal injury or loss occurring anywhere on Church property as a result of User’s event.

Indemnification

The User agrees to hold the Church harmless and to indemnify the Church against all attorney fees, settlement costs, judgments, litigation expenses, and cost of any kind which may arise out of or in connection with the use of the Church facilities by the User, its participants, agents, members, employees or guests. If requested, User shall provide the Church with an indemnification agreement or certificate or insurance naming First Congregational United Church of Christ as a designated or named insured under the User’s insurance policy. The church is not responsible for lost or stolen property.

Date: _____

Authorized Signer’s Printed Name: _____

Authorized Signer’s Signature: _____

Organization(s): _____

Signer’s Telephone Number: _____

Signer’s Email Address: _____

Signer’s Complete Address: _____

Church Representative Signature: _____

Date: _____

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Contract Agreement for Use of Church Facilities

The undersigned hereby applies for use of First Congregational United Church of Christ (FCUCC) facilities as indicated below, at such time(s) and for such fees as specified. Liability for attendees is assumed by applicant.

Applicant: _____

Organization (if applicable): _____

Address: _____

Phone number: _____ Email: _____

Number of people anticipated for your event: _____

Facilities for use (check all that apply):

- Sanctuary Friendship Hall Choir Room Kitchen
 E-204 E-207
 E-101 E-103 E-105 E-107

4 Time of use in this space (please include set up and breakdown):

Date(s): _____ Time in: _____ Time out: _____

Date(s): _____ Time in: _____ Time out: _____

Rental Fee Policy: *All fees must be paid in full two weeks prior to your event.*

Donation based rental fee:	
Security Deposit (refundable)	\$200
Event Coordinator fee	
Total	

Applicant's signature: _____ Date: _____

Doors may not be propped open for your event.

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