

***First Parish Unitarian Universalist Church of Bridgewater***

50 School Street, Bridgewater, MA. 02324

<http://www.firstparishbridgewater.org>

Phone: 508.697.2525

**Rental and Building Use Policy and Agreement**

**Building Use Philosophy and Policy**

The facilities of First Parish Church will be used to advance the mission of our religious community. We believe that the building should provide a place for church members and the community to meet, celebrate, and educate. Preference will be given to those uses and activities that provide a spiritual and physical haven for our congregation and its members and that provide a service to the communities of which we are a part without being contrary to our values. The Rental Coordinator will answer questions regarding the suitability of the event and will handle the arrangements for building use and rental.

Preference may be given to groups with which our members are affiliated.

We are a welcoming congregation, and do not discriminate on the basis of race, gender, age, physical ability, ethnicity, and sexual preference.

**Use by Church Members**

There shall be no charge for one-time activities (e.g. birthday, anniversary parties) sponsored by active members of the Church held in the Upper or Lower Parish Hall. Active membership is defined in the church by-laws. Members will be responsible for clean-up and for returning the building to good condition.

There shall be no charge for Weddings, Services of Union, Dedications and Memorial Services for active members and their immediate family members. The member(s) will be responsible for opening/closing the building. A key will be made available through the church office, the Rental Coordinator, or the Sexton. Should the services of the Sexton or Rental Coordinator be required for opening/closing, a fee may be charged.

For ongoing, non-church-related activities, sponsored by active members, that include an admission, (e.g. small classes), there will be a rental fee. (See the attached Fee Schedule). If the activity requires opening/closing the building, a key will be provided by the Rental Coordinator or Sexton.

**Use by Non-members**

There will be a charge for use of the building by non-members and groups that are not affiliated with the church. These charges are detailed in the attached Fee Schedule. The Rental Coordinator has the discretion to set fees in accordance with the renters' ability to pay.

If the renter will charge for participation in the event, an additional fee will be assessed. This fee will be negotiated by the Rental Coordinator.

## Fee Schedule

It is our desire that the building be used. Reduced fees may be available in order to avoid financial hardship. The Rental Coordinator, in conjunction with the Parish Committee, is empowered to negotiate any reductions.

Please refer to Rental Agreement Form for contact and rental processing information.

### **Service Fees**

For the Sexton, Minister, and/or Organist/Pianist to be negotiated.

### **Space Fees (based on 4 hours of scheduled time)**

Sanctuary for weddings: \$750

Sanctuary for memorial service: \$200

Sanctuary for other general uses: \$300

Upper Parish Hall: \$100

Lower Parish Hall: \$50

Kitchen: \$50

### **Security Deposit**

A Security Deposit of \$100 will be assessed at the time of the rental agreement. The Deposit will be returned within 15 days following the event if there is no damage to the building and contents, and the building is left clean and neat.

One-half of the Space Fee(s) and the entire Security Deposit must be paid at the time of the rental agreement.

Cancellation of the event less than 14 days in advance may result in loss of the Security Deposit.

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Rental Agreement Form

Renter \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Contact Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Rental Date: \_\_\_\_\_

Please contact Rental Coordinator, Tom Saint Thomas, at [street8637@yahoo.com](mailto:street8637@yahoo.com), or phone(508) 697-8637 for date availability and processing of rental agreement.

Please indicate which spaces you will use and services requested:

\_\_\_\_\_ Sanctuary: general use, \$300; memorial service, \$200; weddings (including rehearsal), \$750.

\_\_\_\_\_ Upper Parish Hall \$100

\_\_\_\_\_ Lower Parish Hall \$50

\_\_\_\_\_ Kitchen \$50

Additional fees:

\_\_\_\_\_ Sexton's Fee

\_\_\_\_\_ Minister's Fee

\_\_\_\_\_ Organist/Pianist

\_\_\_\_\_ Security Deposit

\_\_\_\_\_ Total

\_\_\_\_\_ Deposit – one-half of rental fees and security deposit, due at time of booking

\_\_\_\_\_ Balance – due at time of event

Only the portion(s) of the building actually rented may be used for the event. The restrooms are available for all events.

**The renter agrees:**

- **There will be no food or drink in the Sanctuary**
- **There will be no use of the grand piano or organ without prior permission of the Church Music Committee**
- **The oven will be used only for heating prepared food**
- **There will be no smoking in the building**
- **To be responsible for any damage or injury for person or property as a result of the rental**
- **That the event will comply with the Church non-discrimination policy**
- **To enjoy wine, beer, champagne in moderation, and to monitor safe consumption of such beverages.**

**Signature of Renter** \_\_\_\_\_ **Date** \_\_\_\_\_