

APPLICATION FOR GENERAL USE OF CHURCH FACILITIES

Pledging members of First Parish need only pay a \$25 nominal fee for Personal/Private building use
(Any applicable Sexton fees are paid separately, at a rate of \$20/hr)

GROUP or ORGANIZATION	Name of Group or Organization:					
	Purpose of Usage:					
DATE & TIME OF RENTAL	Rental Type (circle one)	Single	Weekly	Monthly	Other (Attach Schedule)	
	Day of Week					
	Rental Date(s)					
	Start Time				am / pm (circle one)	
	End Time				am / pm (circle one)	
Rules & Procedures for Usage Outlined on Back of This Form (Stated Building Use Fees are per Usage)				BUILDING USE FEE*	(First Parish Use Only)	
		Vestry [seats 100+] (includes kitchen use)		\$ 150		
		Meetinghouse/Sanctuary [seats 200+]		\$ 350 **		
		Chapel [seats 90+]		\$ 200 **		
		Parlor [upstairs, seats 12+]		\$ 50		
CONTACT PERSONS (Please list 2)	Names	1. _____		2. _____		
	Addresses	1. _____		2. _____		
	Phones	Day	1. _____		2. _____	
		Evening	1. _____		2. _____	

*All fees should be paid 1 week prior to the event, unless other arrangements have been made.

*Waiver of building use fees is available only for one time use groups connected with First Parish Church or for certain Community Service functions with prior Standing Committee approval.

*For regular users and certain Community Service functions, building use fees are negotiable with prior approval of the Standing Committee of First Parish Church.

**Meetinghouse/Sanctuary & Chapel – Cost includes a \$100.00 reservation and sexton fee deposit.

**IF INORDINATE CLEANUP IS REQUIRED YOU WILL BE BILLED AT THE SEXTON RATE OF \$20/hr ,
AND THE STANDING COMMITTEE MAY REFUSE FUTURE USE OF THE FACILITIES**

{I have read and understand the rules (reverse side) and the above}

Signature of person responsible _____ Date: _____

Building Use Contact Person: Walter Cole (office@uuchelmsford.org) or 978-256-5133
First Parish Unitarian Universalist Church, 2 Westford Street, Chelmsford, MA 01824 (978) 256-5133

Frequent use rental agreement/payment schedule: \$_____/Month (Submit payment to Church Office.
Checks written to First Parish UU Church)

RULES AND PROCEDURES TO BE FOLLOWED BY GROUPS USING FIRST PARISH CHURCH FACILITIES

GENERAL:

- No smoking within the building
- No serving of alcoholic beverages unless permission is specifically granted.
- All windows must be shut and locked.
- All lights should be turned off and door(s) securely locked before building is vacated.
- If you fill smaller trash bins – empty it/them into the large bins outside doors by the kitchen.
- If one time use rental: door key should be returned within 24 hours to person from whom it was obtained (or to the Church Office).

KITCHEN/VESTRY

- Groups are responsible for disposal of their own rubbish for large events.
(Please bring trash bags.)
- All dishes and utensils are to be washed, dried, and put away.
(Please bring dish towels.)
- Floors, counters, and appliances should be left clean.
- All unused food should be taken home.
- Burners and oven should be shut off
- Appliances (coffee pots etc.) should be left cleaned and unplugged.

CHILDCARE:

- Rental space arrangements must be made previous to use and additional cost may be incurred.
- You must provide **CONSTANT, PRESENT, ADULT SUPERVISION.**
- You must remove **ALL TRASH**, especially *SOILED DIAPERS & FOOD PRODUCTS*, and replace toys to appropriate shelves or bins.

PARKING:

It is the responsibility of the group leader to see that those attending the event park **ONLY** in marked parking spots