

# APPLICATION FOR GENERAL USE OF CHURCH FACILITIES

Pledging members of First Parish may use the building for free, but  
Any applicable Sexton fees are paid separately, at a rate of \$20/hr directly to the Sexton.

<b>GROUP or ORGANIZATION</b>	<b>Name of Group or Organization:</b>					
	<b>Purpose of Usage:</b>					
<b>DATE &amp; TIME OF RENTAL</b>	<b>Rental Type</b> (circle one)	Single	Weekly	Monthly	Other (Attach Schedule)	
	<b>Day of Week</b>					
	<b>Rental Date(s)</b>					
	<b>Start Time</b>				<b>am / pm (circle one)</b>	
	<b>End Time</b>				<b>am / pm (circle one)</b>	
<b>Rules &amp; Procedures for Usage Outlined on Back of This Form</b> (Stated Building Use Fees are per Usage)				<b>BUILDING USE FEE*</b>	(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		
<b>CONTACT PERSONS</b>  (Please list 2)	Names	1. _____		2. _____		
	Addresses	1. _____		2. _____		
	Phones	Day	1. _____		2. _____	
		Evening	1. _____		2. _____	

\*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 deposit subtracted from the final payment which is due the week before the event unless other arrangements have been made.

**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: Erica Clifford (sexton@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 the 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