

First Congregational Parish Unitarian
Town Common, P.O. Box 305
Petersham, MA 01366
(978)724-3401

building use form rev. 4/18/15

Building Use Agreement

Please fill in the information below and return it to First Congregational Parish, c/o Building Use Comm.

Event:	
Room(s): Davis Memorial _____ Sanctuary _____ Dining Room _____ Kitchen _____ Sarah Howe Parlor _____	
Date(s):	
Time: from _____ to _____	
Contact Person:	Phone Day:
Address:	Phone Evening:
Number of Guests:	
Will food be served? (yes or no)	Will there be a caterer? (yes or no)
Name & Phone Number of Caterer:	
Will there be a florist? (yes or no)	
Name & Phone Number of Florist:	

Fees (payable on acceptance)

Space Rental:
Sexton:
Heating fee:
Other:

I/We agree to abide by the attached terms and conditions

Signature of Responsible Party

Date

Office Use Only

Date Received: _____ Accepted: _____ Not Accepted: _____ Signed: _____

Terms and Conditions for Building Use

terms and conditions rev. 7/1/12

GENERAL POLICIES

1. Permission for the use of church facilities is given by the Administrative Assistant.
2. Applications should be submitted at least two weeks in advance.
3. In reviewing an application, the church may require a certificate of liability from your insurance company and/or a copy of a license issued by the Board of Health when food is catered.
4. No reservations will be considered complete until you have been notified by the Administrative Assistant.
5. Fees for services are payable on acceptance of your application and must be received prior to the event. Please write a separate check for the \$30.00 Sexton Fee and another check for the balance due. Payment of the Sexton Fee reserves the facility on the date requested.
6. In the event of a memorial service, groups using the Church on an ongoing basis must understand that the Parish Committee may, on occasion, need to preempt their accustomed space. Every effort will be made to provide adequate notification.
7. Fees for ongoing basis use will be negotiated individually by the Parish Committee.

BUILDING USE

1. This is a non-smoking facility. Please inform your guests that smoking is not allowed on the premises.
2. Alcoholic beverages are prohibited.
3. Nothing may be hung on or taped to the walls or woodwork.
4. The church is not responsible for lost or damaged personal property.
5. In case of damage to the church building or its contents, you agree to reimburse the First Congregational Parish Unitarian, of Petersham.

Kitchen Use

1. Prior arrangements must be made for use of the kitchen and its utensils, plates, bowls, etc.
2. Deep frying is against safety regulations.
3. The kitchen must be cleaned and all items put away after your event. Please be sure to remove your personal dishes, bowls, etc. from the kitchen

Cleanliness

1. The church property and contents must be left as found. All trash must be removed from church property.

Church Musical Instruments

The organ, piano, chimes, etc. belonging to the church may not be used without permission.

Keys

If a key is needed, arrangements may be made with the Administrative Assistant at (978)724-3401.

<u>Building Use Fees</u>	<u>Members*</u>	<u>Non-Members</u>
Sanctuary	55.00	80.00
Davis Memorial	55.00	55.00
Parlor	30.00	30.00
Dining Room	55.00	55.00
Kitchen	30.00	50.00
Dining Room & Kitchen	75.00	85.00
Sanctuary, Dining Room & Kitchen	115.00	140.00
Heating fee (Nov 1 – March 31)	25.00	25.00
Sexton	30.00	30.00

*Member fees apply only if an admission is charged for an event. Non-profits are required to pay the Sexton and Heating Fees. Additional donations are greatly appreciated.