

BUILDING USE POLICY

As a vibrant member of the Westford Community FPCU provides space for use by local organizations, groups and individuals whose goals are not inconsistent with our mission. FPCU welcomes all people regardless of race, ethnicity, gender or sexual preference.

RESERVATIONS

Requests for facility use are made through the Church office. Reservations are not confirmed until a Reservation Form is accepted and signed by the Building Use Facilitator. A reservation fee of 50% of the rental fee must be paid at that time to hold the date; this amount will be applied to the rental fee. Payment in full is due for all reservations made less than 30 days prior to the event.

BUILDING USE AND FEES

Church activities take precedence over all other uses until a reservation is confirmed. Reserved time must include set up and clean up by the Renter. A fee schedule is available in the Church office, there are no exceptions to these fees and the Building Use Facilitator has no discretion with regard to the fees charged. As stewards of our historic building we are responsible for its care, upkeep and maintenance. Although we try to keep our rental fees at a reasonable level, we are unable to give discounts to Westford residents, non-profit organizations or other groups. Please understand that we must charge the same fees to all users in order to defray the cost of running the building and the wear and tear on Church facilities.

A Security Deposit of \$250.00 is due at the commencement of the rental period for all Events. The Security Deposit will be returned following the end of the rental period (within two weeks) assuming the renter complies with all rules and the space is left clean and in its pre-rental condition. Use is limited to the room or rooms specified on the rental form. Use of other rooms will result in a forfeiture of the Security Deposit.

An Event Supervisor will be provided by the Church to be available on site during any event where attendance is expected to be in excess of 30 people. The Event Supervisor is available to answer questions and to insure rules and restrictions are observed. If a key to the Church is needed by the Renter a key deposit of \$50.00 is payable on delivery and will be refunded on return of the key.

RESTRICTIONS ON USE

Use of strobe lights, disco balls and light boxes is prohibited by Town ordinance as are idling trucks in the parking lot. Please respect our neighbors and keep music to a reasonable volume locating bands and DJs at the Common side of the building. Music must end by 10:00 pm and all events must end by 11:00 pm. Doors and windows must remain closed during events. No confetti, glitter or candles may be used anywhere in the building. There is no smoking in the building. Adult supervision is required for all youth activities. FPCU is not responsible for damage to or loss of property of attendees in the building or on the grounds. Premises must be cleaned and vacated by the time indicated on the reservation form. You may use and rearrange tables and chairs (only) in the room you have rented but tables and chairs must be replaced where originally found. Nothing may be attached to the walls, ceilings or floors by nails, tape, push pins or any other method.

Any violation of these restrictions will result in a forfeiture of the Security Deposit.

FOOD

Rental of the kitchen includes use of sinks, counters, coffee pots, stove, oven, refrigerator and warming oven but NOT the dishwasher. All cooking must take place in the kitchen. Ongoing (i.e. weekly or monthly) groups may NOT leave food in the kitchen or refrigerator from one use to the next. Any group serving food and all caterers must register with the Town of Westford Board of Health at least 7 days before the event (see registration form on BOH website). Users must supply Certificates of Worker's Compensation and Public Liability Insurance from any catering firm employed by the user no later than 30 days prior to use of the space. Trash on floors and spills (in both the Hall and the kitchen – even if you have engaged custodial services) should be cleaned up before you leave. Counters should be cleared and cleaned, floors swept and mopped (unless you have engaged custodial services). Renters may NOT use church flatware, dishes or glasses.

Any violation of these restrictions will result in a forfeiture of the Security Deposit.

ALCOHOL

Renters must comply with all alcohol laws and policies of the Town of Westford. The name of a designated bartender, a one day liquor license from the Town of Westford, and a Certificate of Liability Insurance for selling alcohol must be supplied to the Church office at least 30 days prior to any event at which alcohol will be sold. Alcoholic beverages may be served without charge by applying to the Church at least 30 days in advance for permission to do so. Alcoholic beverages must be served by the glass and open containers may not be removed from the premises or consumed outside the building by attendees. Renters accept full responsibility for any and all damages resulting from serving alcohol at their events.

Any violation of these restrictions will result in a forfeiture of the Security Deposit.

CANCELLATION

Once the 50% rental fee deposit is paid this date is removed from availability for other events. Any event cancelled more than 60 days prior to the event date will result in a return of the rental fee deposit minus \$200.00. Any event cancelled less than 60 days prior to occurrence will result in a loss of the 50% deposit. The full rental fee will be due for any event cancelled within 5 days of scheduled occurrence. In the event of emergency cancellations for serious illness, death or dangerous weather conditions, all fees will be returned and attempts will be made to reschedule.

TOTAL CAPACITY IN THE FELLOWSHIP HALL IS LIMITED TO 195 PERSONS BY LAW.

Our Building Use Facilitator is available to answer questions and show the space during Church office hours.

Acknowledged: _____

Date:

First Parish Church United Facility Rental Fee Schedule

Meetings (one time or ongoing)	Base fee	Additional hours
Small rooms (individual classrooms, Conference Room)	\$20 - first 3 hours/week	\$10/hour thereafter
Cozy corner and Large meeting basement area	\$50 - first 3 hours/week	\$15/hour thereafter
Fellowship Hall (Mon-Thurs only) Open space only - no setup/breakdown	\$50/hour - 2 hours max	
Kitchen	\$200 - 4 hour minimum	\$50/hour thereafter

Events (one time, over 30 people)	Base fee	Additional hours
Sanctuary	\$300 first 3 hours	\$100/hour thereafter
Fellowship Hall and Kitchen	\$475 first 3 hours	\$175/hour thereafter
Security Deposit	\$250	
Custodian Services* *required over 100 people	\$200	

Active church members receive a 50% discount on room rental fee for personal use

Facilities Use Form – Event

First Parish Church United
48 Main Street
Westford, MA 01886
(978) 692-8350

Applicant Information

Name: _____ Email: _____
Address: _____ Phone: _____

Time (rental time is from setup through cleanup and departure)

Setup start: _____ Event start: _____
Cleanup start: _____ Depart: _____
Total Time: _____

Activity: _____

Room: _____ Date(s): _____

Number of persons expected (not to exceed 200) Adults: _____ Children: _____

Number of cars expected (please follow attached parking guidelines): _____

Please complete where applicable

Caterer: Name: _____ Phone: _____
Address: _____

Amplified Music: Yes No

Alcohol – additional documentation required:

Serve only: Application to FPCU
Sell/Cash Bar: Liquor license from Town of Westford Certified Bartender
Date received: _____ Name: _____

Fees

50% due at application; remainder 30 days before event (IF FULL RENTAL IS NOT PAID 30 DAYS PRIOR TO EVENT FPCU RESERVES THE RIGHT TO CANCEL RENTAL)

Room rental:	Base Amount	\$
	Additional Hours \$ _____ x _____ hrs	\$
Security Deposit		\$
Custodian		\$
	Total	\$

Please sign and return with payment to the office of First Parish Church

I hereby indicate my awareness of the regulations in the Facilities Use Policy document. I promise my willingness and intention to comply with the regulations. If I am reserving the facilities for a group or organization, I make these promises on its behalf. Failure to comply with these policies will result in the loss of renting our space.

Signed: _____ Date: _____

INSTRUCTIONS FOR BUILDING USE

Entering, Parking and Leaving: Instruct all guests and caterers to enter from Main Street and exit onto Connell Drive. Do not block the Dumpster. Additional parking is available along Connell Drive and on Main Street in MARKED SPACES ONLY. There is also parking behind Town Hall, at the Library, along Lincoln Street and behind the Police Station. Cars parked illegally will be ticketed and/or towed by the Westford Police.

Nothing may be affixed to the walls, pews, ceilings or floors by the use of nails, push pins, tape or any other method.

Strobe lights, disco lights and/or disco balls are not allowed, generally lights that change color or position of any kind are prohibited.

At the conclusion of each event close and lock all windows. Turn off all lights and appliances. Dispose of garbage in the dumpster or recycling totes. All rooms must be returned to the condition they were in before your event. Floors should be swept and mopped as necessary (unless you have engaged custodial services). Even if you expect the custodian to clean, spills should be wiped up immediately. If you have used the kitchen all counters should be washed clean, coffee pots cleaned out and washed, kitchen items washed, dried and put away. No food items may be left on the premises, in the refrigerators or in the freezer.

ANY VIOLATION OF THESE RULES WILL RESULT IN A FORFEITURE OF YOUR SECURITY DEPOSIT.

WAIVER OF LIABILITY

The undersigned shall indemnify, defend and hold harmless First Parish Church United of Westford and its respective officers, employees, agents and representatives from and against any and all claims, demands, causes of action, losses, liabilities, damages and expenses (including but not limited to reasonable attorney's fees and costs) arising out of or in connection with any allegations brought against First Parish Church United of Westford its respective officers, directors, employees, agents for any cost or expense arising out of the use of the premises or property of First Parish Church United Westford by the undersigned.

DATE: _____

NAME OF GROUP: _____

SIGNATURE: _____

Print Name:

TITLE: _____