

One-time Use of Building - up to four hours

NON-MEMBERS

Room	Occupancy	Rental Fee
Sanctuary (No Kitchen*)	200	\$325
Lower Parish Hall & Kitchen	145	\$250
Upper Parish Hall (No Kitchen*)	150	\$200
Chapel (No Kitchen*)	80	\$200
Whole Campus**		\$750
Heating Surcharge November - March		\$50 Sanctuary/LPH/UPH \$25 Chapel
Sexton fee - where applicable		\$80
Refundable Security Deposit***		50% of total rental rate. Whole Campus Rental requires a \$500 refundable security deposit.
Refundable Key Deposit		\$25

DISCOUNTED - non-profits & religious groups and FPUU members (1/2 of regular rates)

Room	Occupancy	Rental Fee
Sanctuary (No Kitchen*)	200	\$162.50
Lower Parish Hall & Kitchen	145	\$125
Upper Parish Hall (No Kitchen*)	150	\$100
Chapel (No Kitchen*)	80	\$100
Whole Campus**		\$375
Heating Surcharge November - March		\$50 Sanctuary/LPH/UPH \$25 Chapel
Sexton fee - where applicable		\$80
Refundable Security Deposit***		50% of total rental rate. Whole Campus Rental requires a \$500 refundable security deposit.
Refundable Key Deposit		\$25

- *Use of the kitchen is not permitted without additional rental of LPH/Kitchen space.
- **A refundable security deposit of \$500 is required for the use of the whole campus.
- ***A refundable security deposit equal to 50% of total rental is required of all rentals (except for Whole Campus Rental which requires a \$500 refundable security deposit).
- If a renter uses a part of the building for which s/he has not contracted, the security deposit may be forfeited.
- For non-members, proof of non-profit status is required for the discounted rate.
- Total rental payment including all fees is due when signing the contract, except for wedding rentals reserving the entire campus in which case one-half of the rental plus security deposit and fees is due upon signing the contract and the balance is due 30 days before the rental date.
- A cancellation fee of one-half the cost of the rental will be assessed if cancellation is made within 30 days of rental date, except in the case of wedding rentals reserving the entire campus, where a

cancellation fee of \$500 will be assessed if cancellation is made within 60 days of rental date. For wedding rentals reserving the sanctuary only, the security deposit will be forfeited if wedding is cancelled within 60 days of rental date.

- Rentals exceeding 4 hours: Each hour over 4 hours will be an additional $\frac{1}{4}$ of the 4 hour rate.
- Renters will not be allowed to bypass the Sexton fee by volunteering to perform the Sexton's duties on their own.

Wedding rentals

Arrangements for weddings will be made following the general rental guidelines but with some latitude on building use due to the nature of weddings.

See <http://fpuucanton.org/about-us/weddings/> for further information about Weddings.

Officiating

The FPUU Minister will officiate weddings if available. If a family desires another clergyperson to conduct the ceremony, the request should be made to the Minister. It is his/her prerogative to extend an invitation to the other clergy.

Music

Music is an important part of a wedding ceremony and should be in keeping with the reverence observed in any house of worship. All music shall be approved by the Minister and the Organist. The church organist has the right of first refusal. Guest organists must be approved by the music director, and should consult with him/her concerning use of the church for rehearsal.

- Weddings that include a reception in the Parish Hall and use of the entire campus will require a payment of \$900 to include rehearsal and access for decorating. A \$500 security deposit and a \$160 sexton fee are required. Rental hours: All day on the day of the wedding. One-half of the rental plus security deposit and fees is due upon signing the contract and the balance is due 30 days before the rental date. A cancellation fee of \$500 will be assessed if cancellation is made within 60 days of rental date.
- Weddings ceremony only: Four hours +/- . Rates will follow the above Non-Member rates and policies. The security deposit will be forfeited if wedding is cancelled within 60 days of rental date.

Recitals for area music teachers

Rental fee: \$150 + \$50 heat surcharge November – March, for the use of the sanctuary, Lower Parish Hall and Kitchen for a maximum of 4 hours.

Long Term Rentals

All long-term rentals will be negotiated through David Bryant, and all subsequent discussions will be held with him rather than with the Rental Coordinator.

LONG TERM RENTAL RATES <4 hours segments

Room	Per rental	Monthly payment for 1/week rentals (x 4.3)
Sanctuary	n/a	n/a
Lower Parish Hall & Kitchen	\$125	\$540
Upper Parish Hall (No Kitchen*)	\$100	\$430
Chapel (No Kitchen*)	\$100	\$430
Whole Campus**	\$375	\$1612.
Heating Surcharge November - March	\$50 Sanctuary/LPH/UPH \$25 Chapel	\$215 Sanctuary/LPH/UPH \$107 Chapel
Sexton fee – where applicable	\$80	\$344
Refundable Security Deposit***		50% of total rental rate. Whole Campus Rental requires a \$500 refundable security deposit.
Refundable Key Deposit		\$25

- Long term fees rentals will be paid monthly.
- For Long term rentals that are more than once/week, rates will be calculated accordingly.
- *Use of the kitchen is not permitted without additional rental of LPH/Kitchen space.
- **A refundable security deposit of \$500 is required for the use of the whole campus.
- ***A refundable security deposit equal to 50% of total monthly rental is required of all rentals (except for Whole Campus Rental which requires a \$500 refundable security deposit).
- If a renter uses a part of the building for which s/he has not contracted, the security deposit may be forfeited.
- First month rental payment including all fees is due when signing the contract.
- Rentals exceeding 4 hours: Each hour over 4 hours will be an additional ¼ of the 4 hour rate.

Building and Grounds Policies and Procedures for Renters **(Long term and One-Time renters)**

See <http://fpuucanton.org/about-us/weddings/> for further information about Weddings.

All rentals shall have a Rental Agreement completed and signed, and fees, rent and deposit paid prior to the issuing of a key. In the case of a long-term rental, the first month's rent plus fees and deposit must be paid prior to the issuing of a key.

Youth Groups. There must be at least two responsible full-time adults to supervise any youth group. The ratio of adult to youth must not exceed 1:6.

Alcoholic Beverages. No alcoholic beverages are to be consumed on FPUU premises without specific, written permission. Alcoholic beverages may not be sold on the premises.

Food and drink are not permitted in the Sanctuary, Chapel, or Upper Parish Hall. *Use of the kitchen is not permitted without additional rental of LPH/Kitchen space.

Audio/Visual systems Renters who wish to use the AV system in the Chapel or the Sanctuary must request and receive prior training.

Thermostat settings. Renters may not change thermostat settings. Arrangements will be made to ensure the heat is adjusted for the renters' use.

Furnishings are not to be relocated from any room. Any re-configuration of furniture must be done by the Sexton. Renters may not remove any furnishings or equipment from FPUU. Renters may use folding tables and chairs if prior arrangements are made, and provided the tables and chairs are returned to their storage location after use.

The Yamaha piano in the sanctuary may not be moved under any circumstances without the express consent and physical presence of the music director or his designee. A fee for tuning the piano may be assessed. Under no circumstances is the piano to be tuned other than under the express direction of the music director.

Candles Renters or their guests may not use candles or open flame of any sort in any part of the FPUU facilities; they are a fire hazard.

Smoking is prohibited everywhere in the FPUU building; smoking on the outside grounds is permitted only in the area near the receptacle for smoking waste, by the side door to the Parish Hall.

Decorations or Hangings may not be affixed anywhere in the building, including the Sanctuary, Chapel, Lower Parish Hall, Upper Parish Hall. Renters may not use tape, other adhesives, thumbtacks, nails or screws on the walls or woodwork. In the event that decorations are an integral part of the purpose for which the space is being rented, special arrangements must be made through the Building and Grounds Chair or his/her designee, and an additional deposit may be requested to protect FPUU from repair costs.

Rental Area Renters must remain within the rooms rented per the Rental Agreement and the rest rooms. If a renter uses a part of the building for which s/he has not contracted, the security deposit may be forfeit.

FPUU Grounds. Use of FPUU areas outside of the building, including the front lawns, playground and walkways, are limited to use specifically approved in advance by the Rental Coordinator. This includes any signage, however temporary. Grounds must be left free of debris.

Parking is allowed only in designated, lined spaces in the parking lot. There are 50 parking spaces. Traffic is allowed to move in one direction in the circular driveway, per order of the highway and police departments. Parking is allowed along the circle of the driveway provided no vehicle blocks access to the building or throughway.

It is expected that users will leave FPUU facilities in good condition. The FPUU Sexton will be responsible for cleaning the building and grounds, but renters are expected to leave the premises tidy and undamaged, and to take all trash out to the dumpster at the end of the parking lot. If there is damage, FPUU may request compensation to cover the cost of repairs and forfeit of security deposit. It is the renter's responsibility to wash and put away dishes and equipment used in the kitchen.

Contact person during rental time: For long term rentals, contact Dave Bryant. For other rentals, contact the Building and Grounds chairperson.

General Policies

1. FPUU facilities are available primarily for the use of FPUU Canton, its parishioners, its prescribed boards and committees, and other FPUU or UUA-sponsored groups. However, the use of the facilities by other organizations may be permitted when such use does not interfere with the programs of FPUU, subject to the specific policies and regulations set forth below.
2. Preference in the use of FPUU facilities shall be given to organizations or groups formally associated with FPUU, including, but not limited to, the minister and staff; FPUU officers; committees and their activities as listed in the by-laws; Junior and Senior Youth Groups; and FPUU-sponsored groups and committees.
3. Second preference for use shall be given to members of the Parish who wish to use FPUU facilities for a non-FPUU related activity (such as a family gathering).
4. Third preference for use is given to individuals and non-profit organizations when facilities are available, when the use does not interfere with FPUU-sponsored activities, and if the use is in harmony with the goals and philosophy of FPUU.
5. Functions by non-FPUU related groups involving fund raising will not normally be approved. However, if the Parish Committee judges that the project is one that merits the support of FPUU, and other suitable space is not available, it may approve the request.

Security Deposits

A security deposit or portions thereof may be withheld for the following reasons:

- Use of FPUU areas outside of those parts of the building and/or grounds (rental area) for which the renter has contracted.
- Use of the FPUU building and/or grounds for a period longer than the contracted rental period. A rental period begins when the renting party enters the building and ends when the renting party, or the last person, leaves. This includes rehearsal time, setup and breakdown time, and time required for moving instruments and/or other equipment in and out of the church. Any renter

who stays significantly over the amount of time agreed upon in the Building Usage Agreement may forfeit the security deposit.

- The Church Administrator will hold the security deposit and, upon completion of the rental, will determine, with the advice of the Building and Grounds Chairperson and/or the sexton, whether damage has been incurred or any overtime or rental area charges accrued which require use of the security deposit. If none has occurred, then the security deposit will be returned to the renter within 14 days. If damage or overtime or use of more than the rental area have occurred which require use of the deposit, the renter will be notified within 14 days.

Procedures

1. Persons interested in renting Religious facilities should send an email to office@fpuucanton.org or call the FPUU office at 781-828-0296. The Rental Coordinator will contact you to review your rental request.