

FIRST PARISH RENTAL RATES AND POLICIES

Effective as of August 10, 2024

One-time Use of Building (up to 4-hour rental)

NON-MEMBERS

Room	Occupancy	Rental Fee
Sanctuary (No Kitchen*)	200	\$375
Lower Parish Hall & Kitchen	145	\$290
Upper Parish Hall (No Kitchen*)	150	\$230
Chapel (No Kitchen*)	80	\$230
Whole Campus		\$865
Heating Surcharge November - March		\$60 Sanctuary/LPH/UPH \$30 Chapel
Refundable Security Deposit (includes key deposit)		50% of total rental rate. Whole Campus Rental requires a \$500 refundable security deposit
Cleaning fee (if needed after event)		To be determined

NON-PROFITS, RELIGIOUS GROUPS, FPUU MEMBERS

Room	Occupancy	Rental Fee
Sanctuary (No Kitchen*)	200	\$190
Lower Parish Hall & Kitchen	145	\$145
Upper Parish Hall (No Kitchen*)	150	\$115
Chapel (No Kitchen*)	80	\$115
Whole Campus		\$435
Heating Surcharge November - March		\$60 Sanctuary/LPH/UPH \$30 Chapel
Refundable Security Deposit (includes key deposit)		50% of total rental rate. Whole Campus Rental requires a \$500 refundable security deposit
Cleaning fee (if needed after event)		To be determined

- *Use of the kitchen is not permitted without additional rental of LPH/Kitchen space.
- 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, for which 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 ¼ of the 4-hour rate.
- A cleaning fee may be assessed, depending upon the specific space being rented and the expected type and size of the gathering. Renters may avoid the fee if they agree to perform their own clean-up.
- Unless other arrangements are made, renters may enter the rented space no more than two hours before the scheduled rental, in order to set up the space for their rental.

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.

Officiating

The FPUU Minister will officiate weddings if available. If a family desires another clergy person 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 Music Director. The church Music Director has the right of first refusal. Guest musicians 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 \$1,035 to include rehearsal and access for decorating. A \$500 security deposit and a \$184 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.
- Wedding ceremony only: Four hours +/- . Rates will follow the above Non-Member rates and policies. The security deposit will be forfeited if the wedding is cancelled within 60 days of rental date.

RECITALS FOR AREA MUSIC TEACHERS

Rental fee: \$200+ \$60 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-hour segments)

Room	Per Rental	Monthly payment for 1/week rentals (x 4.3)
Sanctuary	n/a	n/a
Lower Parish Hall & Kitchen	\$144	\$620
Upper Parish Hall (No Kitchen*)	\$115	\$495
Chapel (No Kitchen*)	\$115	\$495
Whole Campus	\$431	\$1855
Heating Surcharge November - March	\$60 Sanctuary/LPH/UPH \$30 Chapel	\$250 Sanctuary/LPH/UPH \$125 Chapel
Refundable Security Deposit (includes key deposit)		50% of total rental rate. Whole Campus Rental requires a \$500 refundable security deposit
Cleaning Fee (if needed at end of lease)	To be determined	To be determined

- Long term rental fees 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.
- 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.

Policies and Procedures for Renters (Long Term and One-Time Renters)

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 adults to youth must not exceed 1:6.

Alcoholic Beverages.

1. No alcoholic beverages are to be served or consumed on FPUU premises by renters without specific written permission.
2. Renters may serve alcoholic beverages only if they provide evidence of having liability insurance coverage for the serving of alcohol at their events on our premises. Renters must provide an

insurance certificate valid for the date(s) of the event and designating First Parish UU Canton as an additional named insured.

3. The renter is obligated to comply with any and all Town and State rules and regulations regarding the consumption of alcohol, including the legal requirement not to serve alcohol to persons under 21 years of age, and to ensure that minors do not have access to alcohol.
4. Hard liquor (any alcoholic beverages other than beer, wine, and champagne) may be served only if a certified server is present.
5. The renter shall ensure that there are responsible adults overseeing the serving and moderate consumption of alcohol to ensure full compliance with this policy. The renter shall assume responsibility for those persons who become visibly intoxicated and shall provide alternative transportation for anyone whose capacity to drive is visibly impaired.
6. Alcoholic beverages may be served only to invited guests, not to the general public. There may be no admission charge or sale of alcoholic beverages.
7. Food must be served when alcohol is served.
8. No alcohol shall be stored on the premises prior to the day of the event and all alcohol shall be removed from the premises promptly upon completion of the event.
9. No alcoholic beverages may be taken outside the buildings except in closed containers when they are being removed at the conclusion of the event.

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 with prior approval. 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 flames 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 Rental Coordinator, 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 forfeited.

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 cleaning service 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.

Contact person during rental time: For long term rentals, contact David Bryant. For other rentals, contact the Church Office at 781-828-0296.

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.

PROCEDURES

1. Persons interested in renting First Parish 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.