

First Congregational Church, U.C.C.

725 Washington Street, Holliston, MA 01746

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POLICY FOR THE USE OF JORDAN HALL

The First Congregational Church welcomes the youth and adults of the community to use Jordan Hall for a wide variety of events including, but not limited to, dances, plays, and parties. With access to Jordan Hall come a number of obligations.

1. **Safety:** Jordan Hall provides a unique setting to host a dance or activity because of its many exits from the hall to the outside. This alone cannot ensure fire safety. The capacity for the hall is 120-150 people, depending on the activity. Limiting the capacity will help provide a safe environment for all present.

Adult supervision (subject to approval by church officials) must be provided for any event where youth are present. There must be at least one adult chaperone for every 12 youth.

Police supervision will be required for dances and youth activities as deemed necessary by the chief of Police. Police supervision is in addition to adult chaperones, and or church officials.

There is no smoking on church property. There is no lighting of candles in the church.

There are no alcoholic beverages or illegal drugs allowed on the church property. It is the responsibility of the adult chaperones to ensure that all attendees abide by this stipulation. An infraction of this rule must result in immediate expulsion of the student(s) involved. Access to the hall for subsequent events can be denied in the event of non-compliance to this stipulation.

If decorations are to be used, please consult the church office prior to the event.

2. **Accountability:** In addition to a sponsoring group, one or more persons must be named accountable for sponsoring the event. These persons are responsible for the event occurring in the hall and the condition of the hall afterwards. The group using the hall will be subject to liability in the event of damage to church property.
3. **Fee:** See fee schedule in General Rules (p. 2). Donations are encouraged. All organizations using Jordan Hall must contact the sexton to determine need of his services. The hall rental fee and sexton fee will be paid 14 days prior to the event date. Make check payable to First Congregational Church.

The First Congregational Church of Holliston welcomes groups from Holliston and other communities to use Jordan Hall. The church, however, reserves the right to refuse access to the hall to any group that does not comply with the above stated regulations.