

First Congregational Church, U.C.C.

725 Washington Street, Holliston, MA 01746

508-429-8608 office@hollistonucc.org

GENERAL POLICY FOR USE OF CHURCH FACILITIES

Residents of the Town of Holliston and surrounding communities are welcome to request use of the building and facilities of the First Congregational Church for their activities and events. For the duration of the event, there must be in attendance at least one person who is a member of the First Congregational Church of Holliston or a person who is a regular participant in church worship and/or other church activities (choir, Sunday school teacher, youth fellowship assistant, etc.).

1. The “person responsible” listed on the request form is accountable for ensuring that the rules and regulations hereby set forth are complied with by the participating parties.
2. Smoking is prohibited anywhere within the church building and on the grounds surrounding the building.
3. Alcoholic beverages and illegal drugs are prohibited on church grounds or at any function within the church.
4. The entire church is a NUT-FREE facility. No food containing nuts should be brought into our building. This includes not only food with explicit tree nut and/or peanut ingredients, but also those foods that contain the warning "may be processed in a facility that manufactures tree nut/peanut products." In addition, please be sure that your item is not prepared (eg: on a cutting board, kitchen surface, etc.) where nuts have been used. It is important to maintain a safe environment for everyone and we ask that you check ALL food ingredients as packaging and manufacturing can change.
5. Any breakage: including, but not limited to, windows, the physical structure, furniture, and/or appliances and fixtures, will be replaced by the leasing organization. All repairs and/or replacement of items damaged must be approved by the church’s Property Committee. The damage deposit will be used toward cleaning, repairs or replacement of damaged materials, objects or structures within the church.
6. Glitter, confetti and rice are not recommended within any part of the church building.
7. The church’s sexton will be available prior to the event to assist with lighting, restrooms, and refuse issues. He will also check on the building security following the event. See Pg. 2, #4 regarding sexton fees. If the using organization has not requested sexton services for set-up and clean-up, they must provide for their own set up and clean up, including the return of chairs, tables and other equipment to their former position (folding tables and chairs are returned to the storage area in the front of Jordan Hall. Please bring your own large trash bags. Trash bags should be closed up and disposed of in the dumpster behind the kitchen. The facility should be left in the same condition in which it was found before the event.
8. The organization’s “responsible person” will ensure that all lights are turned off, doors are closed and locked and that the building is secure. After 6:00 PM, entry and exit will only be via the outside door located beside the church office. After 8:00 PM (M-F) each “responsible person” must see that the front door is locked when your group exits the building. ***Please do this even if there are others still in the building after you leave.***
9. Any revisions or questions concerning use of church facilities are to be directed to the church office during normal working hours (Mon.-Fri. 8:30AM-1:30PM; in July & August, Mon.-Weds. 9AM-12:00 PM).

REQUESTING USE OF CHURCH FACILITIES

1. The “Request for Use of Church Facilities” form must be completed in its entirety and submitted to the First Congregational Church office at least fifteen (15) working days prior to the scheduled function for church affiliated organizations.

Note: Non-church affiliated organizations must submit their request for use of facilities in time for church Cabinet review and/or approval. The Cabinet meets on the first Wednesday of each month. Facilities are generally not available in July and August when Cabinet does not meet and this time is normally used for refurbishing.

2. The “requesting individual” will be responsible for their group or function and ensuring that the rules and regulations for the area in use are strictly adhered to. Failure to comply may result in forfeiture and/or denial of future requests.
3. Request forms must clearly state the specific facility to be used, plus any additional services that are required.
4. The following is the schedule of contributions for the use of church facilities (fees are subject to change at the discretion of the church Cabinet):

| | | <u>Non-Profit Organizations</u> (IRS designation required) |
|-------------------------|---------------|---|
| Jordan Hall | \$250.00 | \$95.00 |
| Fellowship Room | 100.00 | 50.00 |
| Ladies Parlor | 100.00 | 50.00 |
| Classrooms | 50.00 | 30.00 |
| Kitchen | 95.00 | 50.00 |
| Greens | 95.00 | 95.00 |
| * <i>Damage Deposit</i> | <i>100.00</i> | <i>100.00</i> |

Note: For Church Members – There is no fee or damage deposit required for personal use of facilities, although, donations are welcomed for scheduled pre-approved events. If you are requesting use of facilities on behalf of a group or organization for a civic, educational or other community-related event, the above fees will be applied, as these are not considered personal use.

If no damage has occurred, the deposit will be returned within 14 days of the event date, and upon receipt of any issued keys.

The Sexton receives a fee of \$25 for his basic service. If he is providing set-up and clean-up for the event those services and any additional equipment use are negotiable. Payment for sexton’s services are made directly to the sexton seven days prior to the event date.

Checks for facility use are to be made payable to First Congregational Church and must be received at the church office ten (10) working days prior to the scheduled event. Returned checks for non-payment are subject to a \$25.00 fee.

5. Each requestor will be provided with a general policy list of rules and regulations for church facility use plus a specific facility policy list for the area(s) that will be used.
6. The request form must contain the amount of time that will be needed for room preparation, set up and/or clean up. This will preclude any overlap of time with other facility users.
7. The requesting organization is limited to the area and/or equipment that have been reserved.

INSURANCE: Non-church affiliated organizations will submit a Certificate of Insurance along with their completed “Request for Use of Church Facilities” form. The Certificate of Insurance shall name the First Congregational Church of Holliston as an Additional Insured. **A signed Waiver of Liability must be executed 14 days prior to facility use.**

Minimum limits of Coverage shall be:

A. General Liability:

| | |
|-----------------|--|
| Bodily Injury | \$100,000 Per Person \$300,000 Per Occurrence |
| Property Damage | \$100,000 Per Occurrence |

OR

\$500,000 Combined Single Limit

B. Workman’s Compensation and Employer’s Liability Insurance:

Coverage A – Statutory – Massachusetts

Coverage B – Employer’s Liability

\$100,00 Each Accident

\$500,000 Disease Policy Limit

\$100,000 Disease Each Employee

SPECIFIC RULES AND REGULATIONS

The following is a list of rules and regulations for each specific area leased or used.

Jordan Hall

- Capacity – 120 people with tables & chairs; 200 people in chairs only
- Stage area to be used by authorized personnel only.
- No running in Jordan Hall.
- No jumping from stage area.
- No hanging of decorations from curtain rods. No decorations may be hung on the walls.
- Exits must be unobstructed at all times.
- Lights will only be turned on and off by the “person responsible”.
- Piano may be used for musical purposes only. This instrument is not a toy.

Kitchen

- Read and obey all posted signs.

Ladies Parlor

- Capacity – 40 to 45 people
- Return used food and containers to kitchen for disposal.
- Return tables and chairs to their original positions and clean tabletops and counters.
- No use of paint, putty, glitter, rice or confetti.
- Return VCR/DVD to proper location; turn off VCR, DVD player and TV.

Fellowship Room – *This room is used frequently (multiple groups in the same day) – Please leave it clean when your meeting is concluded.*

- Capacity – 40 to 45 people
- If possible, prepare food in kitchen and serve in Fellowship Room, taking care to clean up all food from tables, counter and floor.
- Do not enter or exit to the outside door (at education wing) after 6:00 PM.
- No use of putty, glitter, rice, or confetti.
- Be sure room is cleaned of food, craft items, etc.
- Turn off lights (located on wall in hallway).

Classrooms

- Same as Fellowship Room. Please keep all projects on tabletops.
- Do not serve food or do craft projects on floors. Clean up thoroughly as another group may use the room later in the same day.

Chapel Area

- To be used only for religious functions (exception is book sales at the church fair).

Choir Room

- See rules for Fellowship Room.
- Choir room may be used with prior approval of the church's Music Director.

Parking Lot

Weekday parking:

- The west side (nearest Hollis St.) shall be used for parking and access to Holliston Community Children's Center.
- The east side (nearest Town Hall) shall be used for those having business with the church.
- Handicapped/limited mobility spaces are for handicapped persons only.

Borrowing and Use of Equipment

- Church members may borrow equipment such as tables and chairs from the church. Please call church office (508-429-8608) to schedule use of equipment.
- Any church member who borrows equipment will inform the church office of:
 - Name, address, telephone number
 - Date and time equipment will be taken from the church
 - Expected time and date to be returned

Fire Evacuation – First Aid

- Fire evacuation plans are posted in each area. Please read plans and learn each fire evacuation route.
- First aid kits are located on the wall above and to the right of the double door entrance into Jordan Hall and in the hallway behind the sanctuary organ.

Emergency Telephone Numbers

Contact church office for list of emergency phone numbers.