

First Church & Parish in Dedham  
Building Use Policies and Guidelines for Submitting Building Use Request  
forms Non-Church Meetings/Events  
2022-2023

1. The applicant fills out the Building Use Request Form. The form can be downloaded from the Church Website or obtained from the Church Office.
2. The Building Use Form is to be submitted to the Building Use Coordinator. If the requested space is available, the forms are complete and no special circumstances apply, the Building Use Coordinator accepts the application pending receipt of a deposit (see Request form for deposit amounts) and 100% of the security deposit (2 separate checks). The reservation should be immediately noted on the church calendar, but marked as pending until receipt of the deposit and approval by the Building Use Committee, if necessary.
3. The Building Use Committee (Deacons, Parish Committee Chairs and Minister) will be contacted to approve the application. The Building Use Once approved, the Coordinator may sign the form and send to client.
4. The applicant provides a Certificate of Insurance to the Church Office at least 1 week prior to the event **(Note that members only need to obtain a COI if alcohol is to be served)**.
5. The applicant must pay all fees in full at least one week prior to the event.
6. Applicant and church office must have a signed agreement on file one week prior to the event. Signed form should be emailed to Deacons for their records.

For each event, areas of building use will be identified, hours of use will be identified, and event facilitator assigned (if applicable), hours of custodial service identified and pre-paid.

**Non-Church Events Sponsored by a Non-Church Member**

On the day of the event, the building use facilitator will meet the event host and open the building. The building use facilitator will be in the building for the entire event and will be responsible for closing the buildings at the end of the event.