

Facility Usage Request - NON-MEMBERS
First Church and Parish Dedham
670 High Street, Dedham, MA 02026
(781)326-7463; firstchurch@dedhamuu.org

Please complete this form in order to request and reserve the date(s) for your event and return it to the office at First Church & Parish in Dedham (FCPD). Requests can be mailed or sent to the church by email (firstchurch@dedhamuu.org). Requests will be reviewed within two weeks of the submission of a complete request. Missing information may delay the approval process.

This form includes the rates charged for space rental and services, as well as the terms and conditions for building use. Upon approval of the request, the fee for the rental and services will be confirmed and a deposit of 50% of the total fees, as well as the security deposit, shall be paid to confirm the reservation.

All checks for rental fees should be made out to: First Church and Parish in Dedham. The usage fee balance, insurance certificate and all other permits required for the event are due one week prior to the event.

THIS IS A LEGAL DOCUMENT and you may wish to review with an attorney.

Facility User Information

<i>Authorized Representative:</i>		
<i>Organization Name:</i>	<i>Status:</i> <input type="checkbox"/> FCPD Event <input type="checkbox"/> Member of FCPD <input type="checkbox"/> Non-Member Event <i>The purpose of this function is:</i> <input type="checkbox"/> Social <input type="checkbox"/> Non-Profit <input type="checkbox"/> For Profit	
<i>Day Phone:</i>	<i>Evening Phone:</i>	
<i>Cell Phone:</i>	<i>Email Address:</i>	
<i>Address:</i>		
<i>City:</i>	<i>State:</i>	<i>ZIP:</i>

Event Information

<i>Type of Event (herein referred to as "the Activity") – Clearly state the nature and purpose</i>	
<i>Single or Repeat Use:</i>	<i>Event/Activity Date(s):</i>
<i>Start Time:</i>	<i>End Time:</i>
<i>Name of Responsible Person at Event, if different from above:</i>	
<i>Age Group of Participants:</i>	<i>Number of Participants:</i>
<u>Special Considerations:</u> (may incur additional charge) (e.g.: extended use of space for set up, use of kitchen)	

If you are reserving space for a church function, you only need to fill out page 1. For all other uses please proceed to the following page (printed on both sides).

Please fill out this form completely.

Space (Capacity)	Cost for non-members	Fee
Meeting House (450) (includes use of Parish House bathrooms)	\$200 per hour/ 4 hours minimum Security Deposit \$1,000	
Parish House:		
Dining Room (125)	\$150 per hour/ 4 hour minimum Security Deposit \$800	
Auditorium (220 standing or 110 seated)	\$150 per hour 4 hours minimum Security Deposit \$800	
Kitchen	\$200 per hour 2 hour minimum Security Deposit \$800	
Other Fees:		
Custodian Fee (for all rentals) Please make check out to: Carl Auguste		\$200 per cleaning
Fuel Surcharge during the months of November –March (for all rentals): Meeting House = \$150; Dining room and Auditorium = \$100 each		
Facilitator fee (Non-Members only): \$50 per hour Please make check out to Facilitator		
Total Fees 50% due upon acceptance of reservation, balance due 1 week before event		
Minister (for Non-Members) = \$500 for Weddings, Funerals and Child Dedications Music (for Members and Non-Members) = \$450 with an additional rehearsal fee of \$50		

Please read the following information in its entirety, and sign on page 4 to complete the application.

Building Usage Policy

This agreement is between FCP and the Facility User. It is only for the use of the indicated space(s) at the designated times above. This agreement is revocable at any time, in writing, at the sole discretion of FCPD or its designee; and this agreement creates no landlord-tenant relationship and shall not be deemed to be a lease. Upon any such revocation, any prepaid User Fee and any Security Deposit shall be returned as stated in the Security Deposit paragraph below.

Alcohol

Alcoholic beverages are **NOT** permitted without obtaining written permission from FCPD. All persons serving alcohol on the property of First Church must abide by the rules and regulations of the church’s Alcohol Policy, which can be found on our website, or requested from the Church Office. **All functions serving alcohol must obtain a Certificate of Insurance.**

Capacity

The maximum number of participants must not exceed the capacity of the space being rented.

Availability

The facilities are available for use when not previously engaged for another event. Space availability will be considered on a first come-first serve basis. Long-term users may request exclusive space usage on a limited basis to be approved by the Deacons and Parish Committee Chairs.

Security Deposit

Security deposits will be returned to the Facility User within thirty working days after the event providing: all bills are paid, all spaces are appropriately cleaned (if utilized), the property has been left in good order and in the condition found and premises have been cleared on schedule. Failure to clear the premises on time or damage by the Facility User will result in charges being deducted from the Security Deposit. Damage or fees due in excess of the security deposit will be billed separately and, if not paid within 30 days, appropriate legal action will be taken. The Facility User agrees to pay all reasonable legal fees and court costs of FCPD in any such action. The Facility User will be notified of any such deductions to be made in writing within ten working days.

Certificates of Insurance

Non-members must provide First Church and Parish Dedham with a certificate of insurance with First Church and Parish in Dedham named as co-insured for all events. Church members must provide a certificate of insurance only if alcohol will be served at the event they are hosting. (See First Church Alcohol Policy). Certificates of insurance may usually be obtained through homeowner's insurance, or special event insurance companies online.

Restrictions for Facility User

The Facility User agrees to comply with the following facility restrictions. Failure to comply will result in the termination of this agreement and/or the full or partial loss of the Security Deposit and is at the sole discretion of FCPD.

1. All functions must end by the designated time, including removal of all event materials and signs.
2. Parking is permitted only in the Church parking lot. Spaces marked "RESERVED" should be kept clear. Under no circumstances is parking permitted on the lawn or planted areas.
3. Playing loud music is not permitted.
4. The use of tacks, staples, nails or tape on walls, doors, windows or molding is prohibited.
5. The removal of any existing FCPD related signage or decorations is prohibited, as is the removal of any property or materials provided for use.
6. Smoking in any part of the building including restrooms is prohibited.
7. Signage or advertisements noting usage of facility by the Facility User must be pre-approved by the FCPD Administrator.
8. Lighted candles are permitted only with written permission.
9. No dogs, except service dogs, are allowed in the buildings. Dogs on Church property shall be leashed at all times.

Violations

FCPD has the absolute and sole discretion to refuse the use of its facilities to any person or entity.

Disclaimer

FCPD assumes no responsibility for any materials delivered to or left at the facility prior to, during or following the scheduled use.

Snow Removal

First Church contracts with a snow removal company but can make no assurance that the lot will be cleared for the use of our facilities during large snow storms. Sand/salt and shovels are kept near entrances.

Changes

Additional reasonable policies, rules or restrictions may be issued by FCPD and shall apply to Facility User if the Facility User is notified in writing by FCPD of this.

Liability Agreement

The individual or group requesting to use First Church and Parish in Dedham building(s) is liable for all damages to facilities or equipment that results from this usage. This liability extends to the full cost of restoring the facilities and equipment to full working condition. The applicant will be responsible for all danger to life and property arising out of its activities or the acts of its agents or employees in connection with the use of the facilities authorized under this Building Use Application. The applicant agrees to protect, indemnify, and save harmless the First Church and Parish in Dedham, its officers, agents, and employees from and against all claims, demands, causes of action, and liability of any kind arising out of or sustained by virtues of its use of the facilities authorized by this Building Use Application.

As part of the consideration for being allowed to use the facility, building, and grounds as well as related appliances and fixtures during the event/activity, I/We hereby assume all risk in connection with participation in the activity. I/We further release FCPD, its Deacons, Parish Committee, representatives, employees, or agents from any claim by the undersigned member of the Facility User, their estates, heirs, or assigns arising out of or participation in any form or fashion in the activity.

I/We further state that I/We are authorized to sign this agreement: that I/We understand the terms herein are contractual and not mere recital: and that I/We have signed this document of my/our own free act and deed. I/We further state and acknowledge that I/We have fully informed ourselves of the content of this contract and release by reading it before I/We signed it.

I/We, the Facility User, have executed this contract and release on the _____ day of _____, 20____. This contract goes into effect subsequent to approval by the Deacons of First Church and Parish, payment of the agreed upon deposit and proof of insurance if required. Full payment of all fees and proof of insurance is due one week prior to the event.

Facility User Signature: _____

____ Approval ____ Refusal

FCPD Signature: _____ Date: _____

Additional Information

Problems or Questions

Any problems or questions regarding the delivery, set up or clean up policy or other matters should be directed to the Office Administrator: 781-326-7463.

Key Charge

Keys will be dispensed on a case-by-case basis. A \$20 deposit for Medeco Keys to the front door will be requested and reimbursed upon return of the key.

Facilitator Stipend

Building use by non-members will require the engagement of a Facility Coordinator who will be on hand to open the buildings, help with lighting and heat, and be on call in case of any emergency situation.

Music & Minister

The Minister's Fee to officiate at rites of passage for non-members is \$450.00

The Music Director's fee for non-members is \$450.00, with an additional rehearsal fee of \$50.00

For FCPD Use

Date Request Received	
Affiliation with FCPD	
Insurance Certificate Received	
Building Use Form Signed and Returned	
Key Issued:	Key Return:
Other Conditions of Use:	
Aligned with FCPD Principles	
Condition of Space After Use (Reason for any deductions from Security Deposit)	
Other Comments	

Security Deposit:

Amount Due	Date Due	Date Rec'd	Deductions/Charges	Refund	Refund Date

User Fees:

Space	Fee	Date Due	Amount Rec'd	Date Rec'd