



## **FIRST CHURCH SOMERVILLE UCC**

### **RENTAL POLICY FOR FIRST CHURCH SOMERVILLE**

**89 College Avenue, Somerville, MA 02144-1904**

**(617) 625-6485**

**[www.firstchurchsomerville.org](http://www.firstchurchsomerville.org)**

Updated July 2016

Please review the fee schedule, policy statement, and facility regulations.

If you wish to use our facilities, complete the Rental Application Form and Waiver of Insurance on the last two pages of this document, and mail or email them to First Church Somerville.

If you wish to look at our facilities, please leave a message at 617-625-6485 or send an email to [office@firstchurchsomerville.org](mailto:office@firstchurchsomerville.org) for an appointment.

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### FACILITY RENTAL FEE SCHEDULE

*Room fees listed are for one-time use (up to 2 hours unless noted).*

*Lower rates may be negotiated for continual or repetitive use.*

Location (approx. capacity)	Duration (hours)	Non-member of FCS	FCS Member
Chapel (40)	2	\$50 (\$25 each add hour)	\$25 (\$15 each add hour)
Duhamel Hall (125)	3	\$200 (\$50 each add hour)	\$100 (\$25 each add hour)
Kitchen	2	\$100 (\$25 each add hour)	\$50 (\$15 each add hour)
Duhamel Hall & Kitchen	2	\$250 (\$50 each add hour)	\$125 (\$25 each add hour)
Nursery (10)	2	\$40 (\$20 each add hour)	\$20 (\$10 each add hour)
Parlor (25)	2	\$50 (\$25 each add hour)	\$25 (\$15 each add hour)
Sanctuary (300)	4	\$500	(free for weddings and funerals)
Sanctuary Rehearsals (Concerts)	2	\$100	(free for weddings)
Sanctuary & Duhamel Hall	5	\$600	(free for weddings and funerals)
Sanctuary, Duhamel & Kitchen	5	\$650	(free for weddings and funerals)
Piano Rental		\$10/hour	\$10/hour
Organ Rental		\$25/hour	\$25/hour
Key Deposit*(no exceptions)		\$25	N/A

**\*Key Deposit-**

1. For extended rentals, over three (3) months duration, the key deposit will be cashed and reimbursed via check, at the end of the rental period.
2. For short term rentals (less than three months) or a one-time rental, the deposit will be held and returned at the end of the rental period with the return of the key.

An additional \$50 custodial fee will be applied when unusual clean-up is needed. This includes excess trash, wet/sticky floors or tables, failure to sweep floors after completion of rental, clogging of toilets with paper towels or other non-flushable items, excessive dirt on carpets, party favors not removed, etc. Failure to comply with usual clean-up regulations will result in a deduction from the security deposit.

In addition to the above custodial fee, a \$50 reset fee will be applied for rooms where furniture is rearranged and not reset to the original layout of the room.

A Security Deposit of \$200, in a separate check, is required for all rentals by non-members.

A two (2) week cancellation notice is required for refund of security deposit.

The security deposit will be returned after the event provided all **Guidelines** have been followed.

A Security Deposit is not required for rentals of the Chapel, Nursery or Parlor when rented separately.

A Rental Deposit of 50% (1/2) the rental fee will be due with the application.

A heating fuel surcharge of an additional \$5 per rental will be charged for rentals in the winter months.

This will be in effect from November 1 to March 31.

No pets are allowed in the building unless needed as a service animal.

### **First Church Somerville Rental Policy Statement**

1. First Church functions and activities have priority over other renters. Rental applications are considered in the order received.
2. In the case of ongoing use, such as weekly or monthly rental of facilities, First Church reserves the right to preempt use of the facilities. In such cases at least two weeks' advance notice will be sent to the contact person for the group.
3. You must sign our Waiver of Insurance. A Certificate of Insurance, if available, should be submitted with your application.
4. First Church is not responsible for any personal possessions belonging to renters or those attending events sponsored by them. Do not leave valuables such as pocketbooks, clothing, books, etc. unattended.
5. Renter shall abide by all written policies including, but not limited to, the Nut-Free Policy.

### **Nut-Free Policy**

First Church Somerville UCC has a nut-free policy to protect the health of members of our community who have life-threatening allergies to nuts. Even a small amount can cause an anaphylactic reaction or death within minutes in an allergic child.

To ensure a safe environment, we ask all members of our community and visitors to the building to avoid bringing anything into the church with peanut, tree nut, or sesame ingredients.

Products manufactured on equipment with these ingredients, or in a factory with these ingredients, are permitted.

We appreciate your cooperation and support in this matter. If you have any questions about this policy, please see the Church Administrator or send an email to **firstchurchadmin@gmail.com**.

## First Church Facility Regulations

1. Renters are required to remain in areas specified in the agreement, and are responsible for keeping group participants confined to those areas. For example, if you rent Duhamel Hall for a birthday party, children attending the event are not permitted in the Nurseries unless a specific request to use that space has been made and approved by the building administrator.
2. Children may be present only in the direct care of two responsible adults in any of the rooms being rented. They must never be left unattended on church premises at any time.
3. In the interests of security, the church staff, may, at their discretion, politely question those on the premises. Renters are also requested to politely question anyone who arouses their suspicions and to alert a church staff member and/or call 911 for the Somerville Police if they feel at all uncomfortable.
4. **Furniture:** First Church does not have an issue with renters rearranging any room in the building for their event. However, we expect all furniture to be replaced in its' original location at the end of the event. Photos of the areas can be provided, however we suggest that each renter take their own photos before rearranging the furniture. Failure to return furniture to its' original location may result in application of the custodial fee of \$50 for unusual clean-up.
5. **Parking:** First Church does not own, or have unrestricted use of, a parking lot; renters are limited to on-street parking or lots in nearby Davis Square. Posted traffic and parking directions and signs must be strictly observed and will be enforced by the City. All fire lanes adjacent to the church must be kept clear at all times.
6. **Parking Permits:** First church is not responsible for providing parking permits for events. For all events, it is suggested the renter contact the Traffic and Parking Department at <http://www.parksomerville.com/> or 617-666-3311. Day passes are currently available for \$1 per vehicle. Special consideration is given by the City of Somerville Traffic and Parking Division for Funerals.
7. **Smoking** anywhere indoors is prohibited at all times. Smoking is only allowed outside the building and not in front of the Francesca Ave. side door. It is the responsibility of the renter to clean up any smoking materials dropped on the grounds. Failure to do so may trigger the cleaning surcharge.
8. **Fire hazards:** Freestanding candles, devices that might overload electrical circuits, or anything else that might be deemed a fire hazard are prohibited.
9. **Alcoholic beverages:** The use of alcoholic beverages on the premises is prohibited. Special permission may be granted for a champagne toast. A written request must accompany this application.
10. **Recycling:** We strongly support and encourage recycling and ask your group to do the same. There are barrels clearly labeled in Duhamel Hall for recycling and trash.

11. **Decorations or other materials:** Nothing may be attached to walls, pews, ceilings, or floors that might damage same. Only blue painters' tape may be used to attach materials. All decorations must be removed at the end of the event. Items left behind, without prior approval, will be considered excess trash and subject to the \$50 custodial fee outlined in the fee schedule on page 2. This will include balloons, ceiling decorations, glitter, favors and other items that may be left behind.
12. **Musical instruments:** First Church musical instruments, including, but not limited to the organ and piano in the sanctuary and the piano in the chapel or Duhamel Hall, may not be used for any purpose by anyone other than the Music Director or Organist without the express written permission of the Music Director or Organist. Do not place anything on top of the instruments, including candles, dishes, plants, decorations, furniture, etc. Do not use piano or organ benches for anything other than their intended purpose. Tenants may be assessed a fee to repair any marks, nicks, scratches, or damage of any kind inflicted during tenant use of the building.
- Rental of the piano or organ for practice may be arranged, at the quoted rates, by contacting the church administrator.
13. **In the Chapel:** Folding chairs are provided in the Chapel for meetings. If a table must be removed from Duhamel Hall and brought into the Chapel for a meeting, it must be returned to Duhamel Hall in its' proper location at the end of the rental. No food, drinks or gum are allowed in the Chapel.
14. **In the Nursery and Sunday School Rooms:** no food is allowed, except infant formula and breast milk.
15. **In the Sanctuary:** no food is allowed, except for sacraments.
16. **Before you leave:** At the conclusion of each event, you must make certain that:
- All doors and windows are closed tightly and locked.
  - All lights and appliances are off.
  - Garbage and trash is disposed of properly in trash bins on the side of the church.
  - The room is returned to the way it was before the meeting – including the arrangement of tables and chairs.
  - The floor is swept.
  - If the kitchen is used:
    - Stove and counters are washed clean.
    - Coffee grounds are disposed of in the trash, not in the sink.
    - All dishes or other kitchen items are washed, dried, and put away.
    - No food items are left on the premises or in the refrigerator or freezer.
    - Garbage disposal must be clean.
17. Failure to comply with any of these provisions will void the rental agreement and result in a cleaning fee.

## First Church Somerville Rental Application Form

Title of event: \_\_\_\_\_ Date of event: \_\_\_\_\_ Hours: \_\_\_\_\_

Unless previously agreed, access to the rental space will be one (1) hour before the event at \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

Secondary Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Tax-exempt number, if non-profit: \_\_\_\_\_

Which space(s) are you renting?

Duhamel Hall  Kitchen  Parlor  Chapel  Sanctuary  Nursery

Are you insured? Yes / No

Insurance Agent: \_\_\_\_\_

(Name/Address/Phone)

How many people do you expect to attend your function? \_\_\_\_\_ Will children be attending? Yes / No

Will you need elevator access (for handicap accessibility)? Yes / No

Will you be bringing in food? \_\_\_\_\_ If so, do you need access to our kitchen? \_\_\_\_\_

Will you need to use the stove or oven? \_\_\_\_\_

Will you be using any FCS musical instruments?\*\*\* \_\_\_\_\_ Which one(s)? \_\_\_\_\_

How did you hear about FCS? \_\_\_\_\_

Please return application to: First Church Somerville UCC  
89 College Avenue  
Somerville, MA 02144  
Phone: (617) 625-6485 Email: office@firstchurchsomerville.org

\*\*\*Use of any FCS musical instruments requires special permission from FCS – please contact Church Administrator. The Sanctuary sound system will not ordinarily be used; under special circumstances it may be used with special permission.

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**Signature**

**Date**

**WAIVER OF INSURANCE**

\_\_\_\_\_ shall indemnify, defend and hold harmless  
*(Name of Group)*  
The First Congregational Church of Somerville, UCC and its respective officers,  
employees, agents, and representatives from and against any and all claims, demands,  
causes of action, losses, liabilities, damages, and expenses (including reasonable  
attorney's fees and costs) arising out of or in connection with any allegations brought  
against The First Congregational Church of Somerville, UCC and its respective officers,  
directors, employees, agents from any cost and expense (including reasonable attorney's  
fees) arising out of the use of the premises or property of The First Congregational  
Church of Somerville, UCC by the undersigned.

\_\_\_\_\_

Date

\_\_\_\_\_

Name of Group

\_\_\_\_\_

Signature

\_\_\_\_\_

Title