



FIRST CHURCH SOMERVILLE UCC

RENTAL POLICY FOR FIRST CHURCH SOMERVILLE

89 College Avenue, Somerville, MA 02144-1904

(617) 625-6485

<http://www.firstchurchsomerville.org>

Written September 2008

Revised by Church Council December 2008

1. Policy Statement
2. Facility Regulations
3. Fee Schedule
4. Application/User Information Form
5. Insurance Indemnity Form

Please review the policy statement, the facility regulations, and the fee schedule. If you wish to use our facilities, complete the Application Form and Insurance Waiver. Mail them to First Church Somerville, Attention: Rentals. If you wish to look at our facilities, please leave a message at 617-625-6485 or send an email to office@firstchurchsomerville.org for an appointment. If you e-mail, please place the words “Rental Request” in the subject line.

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 Hold Harmless Waiver.** A Certificate of Insurance, if available, should be submitted with your application.
4. **Freestanding candles, devices that might overload electrical circuits, or anything else that might be deemed a fire hazard are prohibited.**
5. Nothing may be attached to walls, pews, ceilings, or floors that might damage same. All decorations must be removed.

First Church Facility Regulations

- 1) **Smoking anywhere indoors is prohibited at all times.** Smoking is only allowed outside the building. It is the responsibility of the renter to clean up any smoking materials dropped on the grounds. Failure to do so may result in cleaning surcharge.
- 2) First Church does not own, or have unrestricted use of, a parking lot; renters are limited to on-street parking. Posted traffic and parking directions and signs must be strictly observed. **All fire lanes adjacent to the church must be kept clear at all times.**
- 3) First Church musical instruments, including, but not limited to the organ and piano in the sanctuary and the piano in the chapel, 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.
- 4) **The use of alcoholic beverages on the premises is prohibited.**
- 5) **Renters are required to remain in areas specified in the agreement, and are responsible for keeping group participants confined to those areas.**
- 6) 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.

- 7) 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.
- 8) **Children may be present only in the direct care of responsible adults. They must never be left unattended on church premises at any time.**
- 9) **In the Chapel**, no food, no markers, no tape, and no gum are allowed.
- 10) **In the Nursery and Sunday School Room: no food is allowed, except infant formula and breast milk.**
- 11) No food in the Sanctuary except for sacraments.
- 12) At the conclusion of each event, upon leaving the building, you must make certain that:
 - All lights and appliances are off.
 - All doors are locked.
 - Garbage and trash is disposed of properly in trash bins on the parsonage side of the church.
 - The room is returned to its condition before the meeting – including the arrangement of tables and chairs.
 - The floor is swept.
 - If the kitchen is used:
 - All eating and preparation surfaces 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.
- 13) **Failure to comply with any of these provisions will void the rental agreement and result in a possible cleaning fee.**
- 14) **Renter shall abide by all written policies including, but not limited to, the Nut-Free Policy and Safe Church Policy.**

FEE SCHEDULE 2011

	One-time use (up to 4 hours)	
	non-member	church member
Chapel	\$50	\$25
Duhamel Hall	\$150	\$75
Kitchen**	\$50	\$25
Nursery	\$35	\$17.50
Parlor	\$35	\$17.50
Sanctuary	\$450	(free for weddings and funerals)
Tracy Hall	\$50	\$25

A Security Deposit of \$200 is required for all rentals by non-members.

Lower Rates May be Negotiated for Ongoing Use

****An additional \$50 sexton fee applies when unusual clean-up is needed. Failure to comply with usual clean-up regulations will result in a deduction from the security deposit.**

**First Church Somerville
Rental Application Form & User Information Sheet**

Date: _____

1. Principal contact name: _____
2. Principal contact phone: _____
3. Principal contact address: _____

4. Principal contact Fax No.: _____
5. Principal Contact E-mail: _____
6. Secondary contact name: _____
7. Secondary contact phone: _____
8. Secondary contact address: _____

If you are a non-profit organization, provide your tax-exempt number:

- _____
9. How did you hear about FCS? _____
 10. Which space(s) are you interested in renting?
 - Sanctuary _____ Duhamel Hall _____ Chapel _____
 - Kitchen _____ Nursery _____ Parlor _____ Tracy Hall _____
 - Sunday School Room _____
 11. What date/dates do you need the space? _____
 12. What hours will you need access, from start to finish?
Start: _____ Finish: _____
 13. Are you insured? Yes/No (circle one)
- Insurance Agent: _____
(Name/Address/Phone)
14. How many people do you expect to attend your function? _____
 15. Will children be attending? Yes/No (indicate one)
 16. Will you need Elevator access (for handicap accessibility)? Yes/No (indicate one)
 17. Will you be bringing in food? _____ If so, do you need access to our kitchen? _____ Would you need to use the stove or oven? _____
 18. Will you be using any FCS musical instruments? ** _____

****Organ or Pianos - Use of any FCS musical instruments requires special permission from FCS. The Sanctuary sound system will not ordinarily be used; under special circumstances it may be used when the Church Sexton is present. For permission to use piano or organ, please contact Thom Whittmore at music@firstchurchsomerville.org.**

Please return agreement to: First Church Somerville UCC
Attn: Church Administrator & Building Supervisor
89 College Avenue
Somerville, MA 02144-1904

Phone: (617) 625-6485 Email: office@firstchurchsomerville.org Website: www.firstchurchsomerville.org

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

First Church Somerville UCC

Nut-Free Church 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 are asking all members of our community and visitors to the building to avoid bringing nut products. This includes all nuts, peanut butter, and/or traces of nuts and nut oils. Please read the ingredient labels for packaged foods carefully such as oat bars, granola bars, cracker sandwiches and other prepackaged foods.

In addition, if you are bringing food to church for coffee hour or an event, please label and indicate all ingredients. This will make it easier for everyone to choose foods that they are able to eat.

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

FOODS TO AVOID

peanuts	cashews
sesame seeds	hazelnuts
peanut butter	brazil nuts
tree nuts and oils	store bought muffins
pecans	hazelnut coffee
pistachios	M&Ms
almonds	pine nuts
sesame seeds	scali bread, sesame-seed buns
hummus	tahini products
pesto	

FOODS THAT ARE OK

products packaged in a nut-free environment	sunflower seeds
soy butter	pumpkin seeds
sunflower seed butter	chickpeas
white bean dip	Good Brands: Back To Nature, Enjoy Life

- Please check all labels on packaging, particularly muffins, crackers, cookies and bread.
- AVOID products with labels that read “This may contain nuts” or “product is manufactured **on equipment** that processes nuts”
- You **MAY** use foods where the label reads "Product is produced **in a facility** that processes nuts."