

FIRST CONGREGATIONAL CHURCH (FCC) GENERAL USE BUILDING RESERVATION REQUEST

2 EAST CENTRAL STREET, NATICK, MA 01760

TELEPHONE: 508-653-0971

E-MAIL: admin@firstchurchnatick.org

REVISED 5/23/22

DATE SPACE REQUEST SUBMITTED BY REQUESTOR _____

IS THIS A RECURRING EVENT? ___ NO ___ YES (INCLUDE AN EXPLANATION UNDER PURPOSE OF EVENT)

Type of Event: _____

Date(s) of Event: _____ # Expected (Audience and Participants) _____

Purpose of Event

Organization(s)/Sponsor(s) of Event _____

Non-Profit Status (check if applicable): ___ 501C3 ___ Other (specify) _____

Room(s) Requested

___ Sanctuary ___ Vestry ___ Parlor ___ Choir Room ___ Classroom ___ Kitchen ___ Other (specify) _____

Food or Beverage: ___ Served ___ Sold ___ Not Applicable

Setup Requirements (additional custodial charges may apply)

Chairs _____ # Tables _____ Use of FCC Technology/Equipment (specify) _____ Piano ___ Organ ___ Other _____

Other requirements (special accommodations, etc.) _____

Start Time (this includes set up time) _____
Hour Minutes AM/PM

End Time (this includes clean up time) _____
Hour Minutes AM/PM

Contact Person Requesting Space _____
First Name Last Name

Business/Home Phone _____ Cell Phone _____ Email _____

Contact Person On-Site During Event _____
First Name Last Name

Business/Home Phone _____ Cell Phone _____ Email _____

- I have been provided a copy of and agree to abide by all the terms and conditions of use outlined in FCC's **GENERAL RULES AND TERMS GOVERNING THE USE OF CHURCH SPACE.**

Responsible Organization/Party's Name and Title (print) _____

Responsible Party's Signature _____ Date _____

Information for Internal Use by the Church Administrator for those space requests for use by outside groups and organizations including requests from individuals/groups that collect fees or donations for an event.

Requests for weddings, funerals, baptisms, & memorial services will be reviewed & approved by the Pastor

Date received by Church Administrator _____

Date submitted for review by the Building Usage Subcommittee _____

Recommendation from the Building Usage Subcommittee (including date) _____

Date submitted for review by the Coordinating Council (if applicable) _____

Recommendation from the Coordinating Council (including date) _____

Person(s) Responsible for Request for Space:

Name				E-mail	
Address					
Telephone	<i>Daytime</i>		<i>Evening Cell Phone</i>		
Alternate Contact Name				Cell Phone	
Signature				Date	

Room Assignment(s) _____

Request for Electronic Access to Building (if applicable)

Name _____ Date(s) _____ Time begin _____ Time end _____

Permits (if applicable) Received from Renter (e.g. Board of Health, Select Board, etc.)

Certificate of Insurance (COI) **Date COI received:** _____

A Certificate of Insurance (COI) naming the First Congregational Church of Natick as named additional insured must be provided by all outside groups/businesses utilizing the facility at least 7 days prior to the scheduled event.

- The insurance policy should reflect a minimum liability occurrence limit of \$1,000,000 and contain premises medical payments coverage with at least a \$5,000 limit.
- The First Congregational Church should be named as an "additional insured" for liability damages arising out of its activities on Church property. The renter's policy should be primary with FCC's policy as secondary.)

FEES (SEE BUILDING RENTAL RATE SCHEDULE)

Small meeting Room _____	Large Meeting Room _____
Vestry _____	Sanctuary _____
Kitchen _____	Other _____
Custodian _____	
Audio/Visual Basic Services _____	Audio Visual Onsite Support _____

First Congregational Church of Natick

GENERAL RULES AND TERMS GOVERNING THE USE OF CHURCH SPACE

General Rules

In response to the needs of the community, First Congregational Church of Natick (FCC Natick) has established the following policies and guidelines for the use of Church space (e.g., classrooms, parlor, choir room, kitchen, vestry, sanctuary, and outside playground area) for local community groups and organizations whose primary interests are in one or more of the following areas: religion, education, community service or charity, as well as private events that have approved by the Coordinating Council. This includes limited use for purposes that do not interfere with the orderly conduct of church affairs. Written requests to use the facilities must be made through the church administrator. A representative of each group or organization must fill out a registration form and provide a listing of each date requested, including dates the group will not meet (such as holidays or school vacation), and an ending date.

If your group should decide to cancel a meeting, the church office should be contacted as soon as possible. If you cancel your regular meeting and do not let the church office know in advance, the church reserves the right to ask you to pay your usual rate (if applicable) for the time reserved. A fee schedule is available upon request. Fees are structured to cover the cost of light, heat, and reasonable upkeep.

Rental Terms

1. The signer of the application warrants that s/he is duly authorized to act as the legal agent of the organization using the building/facility, and as such, will be responsible for compliance with all conditions for use of the property and equipment.
2. The applicant agrees to hold harmless, indemnify and defend the First Congregational Church of Natick (including FCC's agents, employees, and representatives) from any and all liability for injury or damage, including, but not limited to, illness, exposure to infectious/communicable disease, bodily injury, personal injury, emotional injury, or property damage which may result from any person using the above described premises, its entrances and exits, and surrounding areas, for user's purposes, regardless of whether such injury or damage results from the negligence of the First Congregational Church of Natick.
3. A Certificate of Insurance (COI) naming the First Congregational Church of Natick as named additional insured must be provided by all outside groups/businesses utilizing the facility at least 7 days prior to the scheduled event.
 - a. The insurance policy should reflect a minimum liability occurrence limit of \$1,000,000 and contain premises medical payments coverage with at least a \$5,000 limit.
 - b. The First Congregational Church should be named as an "additional insured" for liability damages arising out of its activities on Church property. The renter's policy should be primary with FCC's policy as secondary.
4. Smoking and vaping in the building or on Church grounds is strictly prohibited.
5. No food or beverages are permitted in the sanctuary.
6. Serving food: Renters are responsible for the proper care and use of facilities. All health regulations, and permits, local and otherwise must be always adhered to. Copies of all permits must be provided to the Church Administrator.
7. Any damage requiring custodial cleaning services will be billed to you at a rate of \$25/hour, plus the cost of supplies.
8. You agree to pay the full repair/replacement costs, should damage or theft occur on the church property, its building, or its contents during the time you are renting our facilities.
9. The entrance to the church, accessible by the church parking lot, will be unlocked during your event. Please keep all interior doors closed during the event.
10. Alcohol (beer, wine, and champagne) is permitted only with Coordinating Council approval. Servers must be TIPS certified.
11. The use and possession of illegal drugs by any person or group is strictly prohibited.
12. Safety – All applicable fire and safety laws/regulations must be always observed.
13. You must obtain any permits or approvals from state and local officials and comply with all ordinances, rules, regulations, codes, and all other issuances from authorized government authorities as it pertains to the use of the facility for your event.
14. When leaving the facility, please turn off the lights in your assigned room(s). If you are the last one out of the building, the hallway, bathrooms, and all other lighted areas must also be turned off.
15. All outside doors must be closed and locked securely. Make sure any windows that were opened are closed and secured.
16. Rooms and equipment must be left as they are found, neat and orderly. A fee for repairing any unreasonable or excessive damage will be billed to the individual, group, or organization responsible.
17. Tables and chairs should be reset to the way that you found them unless advised otherwise.
18. Please do not affix hooks and/or tape to walls and ceilings.
19. Abuse of privileges will result in suspension of permission to use facilities, additional charges, or both.
20. Agreements for the use of space may be cancelled unilaterally by either party within 14 days written notice.