

FIRST CONGREGATIONAL CHURCH OF NATICK FACILITY USE POLICY & FORM

Approved By Coordinating Council Aug 20, 2025

First Congregational Church of Natick's (FCC Natick) ministry in the community includes welcoming people to the Church's buildings and grounds, not only for Church-sponsored events, but also for non-Church use. This document defines the requirements to be met for reserving, using, and safeguarding Church facilities.

This form must be completed in advance to request interior and/or exterior space at FCC Natick. The Liaison/Contact Person who signs this form will be responsible for oversight of the event and be held liable for payment of all fees and the cost of any damage that occurs.

Availability of facility space will be determined by the Administration and Communication Director following receipt of the completed Facility Use Form.

After space availability is confirmed, the Liaison/Contact Person must provide a \$50.00 nonrefundable deposit (if applicable) made payable to the Church to be applied to the rental fee; provide a Certificate of Insurance (if applicable); and have a duly authorized officer or representative agree to all facility rules and execute the Hold Harmless agreement to reserve the facilities requested.

Facility Use Requirements and Information

Use of Church buildings and/or grounds is subject to the following requirements:

Contact Person: A Liaison/Contact Person is required for any group or event using Church facilities.

- The Liaison / Contact Person receives an orientation to the building (lighting and heating / cooling, use of any authorized equipment, furniture, restrooms, location of emergency exits) with a staff member or lay leader.
- They will assume all responsibility for the group/event and all communication with the Church associated with the use of Church facilities.
- The Liaison / Contact person will sign this document warranting they are 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.

Attendee Code of Conduct: All attendees/groups shall conduct themselves in a responsible manner. Minors under 18 years of age must be supervised at all times by a responsible adult.

Fees: Any rental fee will be communicated by the Administration and Communication Director upon receipt of a Facilities Use Form. If a fee is charged:

- Payments should be sent to the Church, payable to First Congregational Church of Natick, or submitted through the Church website. "Facility Use" should be included in the memo line of the check or online form.
- A nonrefundable deposit of \$50.00 is required to secure the space. Until the deposit is received, the space is not reserved.
- The remainder, if any, of the rental fee is due 30 days before the planned facility use.
- The Liaison / Contact Person shall be liable for all rental fees and any damages.

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

- The insurance policy should reflect a minimum liability occurrence limit of \$1,000,000 and contain premises and 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 Natick's policy as secondary.

Access. The Liaison / Contact Person will be provided with a code to unlock the doors to the accessible entrance off the parking lot. No doors shall be propped.

Fire Regulations: All applicable fire and safety laws/regulations must always be observed. All room capacity limits must be strictly adhered to. All aisles and exits must be kept clear at all times. Use of lighted candles is prohibited, except by express written permission of the Administration and Communication Director. Non-flammable decorations may be used, but may not be attached to Church property.

Permits and Laws. The Liaison / Contact Person is responsible for obtaining and providing a copy to the church of any permits or approvals from state and local officials and complying with all ordinances, rules, regulations, codes, and all other issuances from authorized government authorities as it pertains to the use of the facility for the event.

Regulated substances, including smoking and vaping are not permitted in Church buildings or on Church property. The use and possession of illegal drugs by any person or group is strictly prohibited.

Serving food: All health regulations and permits, local and otherwise, must always be adhered to. Copies of all permits must be provided to the Administration and Communication Director. **No food or beverages are permitted in the sanctuary.**

Storage: No storage space on Church property shall be provided for outside groups without the prior written approval of the Administration and Communication Director.

Set-up and Clean-up: The Liaison / Contact Person is responsible for set-up and clean-up for all facility use. Nothing shall be affixed to the walls, windows, lighting fixtures, curtains or doorways without the prior written approval of the Administration and Communication Director. Clean-up will not be considered finished until all items on the Facility Departure Checklist have been completed.

Doors, Windows and Lights: 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. All outside doors must be closed and locked securely. Make sure any windows that were opened are closed and secured.

Heating and Cooling: Temperatures are set and scheduled remotely, and so thermostats should not need to be adjusted. If for some reason you have to change the settings, please put them back as you depart. Never press the “hold” button.

Trash: Do not leave any trash in the facility. All trash (including bathroom trash) must be bagged and deposited in the dumpster in the Church parking lot. The key to the dumpster is in the kitchen. Make sure the dumpster is relocked. Reline the trash cans after the trash is removed.

Recycling: The Church uses single-stream recycling for bottles/cans, plastic, cardboard and paper. Please rinse out all containers and deposit recyclables in the designated recycling bins in the kitchen.

Furniture and Equipment: Rooms, including furniture and equipment, should be left as they are found, unless users are advised in writing by the Administration and Communication Director. Any special requests regarding the use of tables and chairs must be made on the Facility Use Form. No equipment or furniture shall be moved from one room to another without the prior written approval of the Administration and Communication Director. Church property cannot be borrowed for use away from the Church facilities without prior written permission from the Administration and Communication Director.

Technology. Guest WiFi is available, but not guaranteed. The access code is posted in each room. For further guidance about technology, please contact the Administration and Communication Director.

Pianos and Organ: Use of the organ must be approved by the Church Music Director. A piano in a rented room may be used, but not moved to or from any other room.

Accessibility: The majority of the church facility is accessible. For specific details please contact the church office. Handicap parking designation is available and must be observed.

Publicity: Publicity may include the First Congregational Church of Natick name and address as a means of locating the Church facilities.

Emergency Contacts: Emergency contacts' names will be provided by the Administration and Communication Director. In case of emergency when the Church Office is closed, please contact one of these individuals.

Damage. Facility users 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 they are using facilities. Any damage requiring cleaning services will be billed to the Liaison / Contact Person at a rate of \$50/hour, plus the cost of supplies.

Cancellations. Please notify the Administration and Communication Director of any change in plans as soon as possible.

Violation. Failure to follow these requirements will result in suspension of permission to use facilities, additional charges, or both.

Facility Use Form
First Congregational Church of Natick
2 East Central Street, Natick MA

Thank you for your interest in utilizing space at First Congregational Church of Natick (FCCN). This form must be completed in advance to reserve interior and exterior space at FCCN. Please note the Liaison / Contact Person who signs this form will be responsible for oversight of the event and be held liable for all fees and the cost of any damage that occurs.

Availability of facility space will be determined by the church office following receipt of the completed Facility Request Form. After availability is confirmed, the Liaison / Contact Person must provide a \$50.00 nonrefundable deposit made payable to the Church (if a fee is charged), provide a Certificate of Insurance (if applicable), and have a duly authorized officer or representative agree to all facility rules and execute the Hold Harmless agreement, to reserve the facilities requested.

Event information: _____

Requested Date(s) (Month, Day, Year): _____

Event / Meeting Name: _____

Description of Event: _____

Organization / Sponsor Name: _____

Start Time of Set-Up: _____

Finish Time of Clean-Up: _____

Estimated Number of Adults: _____

Estimated Number of Children: _____

Liaison / Contact for Event: _____

Name: _____

Phone: _____

Address: _____

Email: _____

Space(s) Requested (please check all that apply):

☐ Vestry

☐ Sanctuary

☐ Parlor

☐ Choir room

☐ Classroom

☐ Kitchen

☐ Other (specify)

Food and beverage served? YES ☐ NO

Equipment needs:

chairs

tables

Will additional vendors be accessing the space, or equipment brought in? If so, please provide details below:

Other requests: _____

Hold Harmless agreement:

For and in consideration of the right to use a portion of the premises of the First Congregational Church of Natick and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, User hereby agrees to indemnify and hold harmless the First Congregational Church of Natick and its agents, employees, and representatives against any and all injury, loss, damage or liability of whatever nature arising out of the use of the premises of the First Congregational Church of Natick by User, no matter how caused, provided that such indemnity shall not apply to any injury, loss, damage or liability arising solely from the gross negligence or willful misconduct of the First Congregational Church of Natick or its agents, employees, and representatives. This indemnity shall include indemnity against all costs, expenses and liabilities, including without limitation reasonable attorneys' fees and other costs, incurred in connection with any injury loss, damage or claim or proceeding brought thereon or the defense thereof.

The undersigned represents that he or she is duly authorized to execute this Indemnity on behalf of the User.

I have read, understood, and will comply with the rules regarding use of the facilities at First Congregational Church of Natick, and I will ensure that these rules are communicated to and complied with by all individuals attending activities at above requested event or providing services to guests at this event.

Name of Organization: _____

Name of Representative (please print): _____

Signature: _____
(Electronic signature will constitute agreement)

Title within Organization: _____

Date: _____

Please return by mail or email to:
First Congregational Church of Natick
c/o Office Administrator
2 East Central St., Natick MA. 01760
admin@firstchurchnatick.org

***** OFFICE USE ONLY *****

Signature (Office Administrator): _____

Date of Receipt: _____

Facility Use approved: _____