

November 2022

Rentals for Non-Profits

Welcome to First Parish in Waltham!

Thank you for considering a rental at First Parish in Waltham for your event. The rate chart below reflects our special pricing for members. The attached rental information packet should answer your questions about renting here. Attached you will find:

- Application and Agreement for use of First Parish facilities
- Checklist for your use
- User fees schedule
- Audio visual pricing
- Regulations governing the use of parish facilities
- liquor liability coverage policy
- Terms and Conditions governing the use of parish facilities

The *Application & Agreement* form must be completed, signed, and returned to our office within two weeks of putting your event on our calendar, along with your security deposit. Without these two items we cannot guarantee holding your date for you. You can mail, email, or drop off your rental application. Our contact information can be found at the bottom of this page.

Full payment of rental fees (and setup and sound system fees, if applicable) **are to be paid no later than one month in advance of your event date.**

Please note that if you are planning to serve alcohol at your event, you should begin to make arrangements for insurance coverage immediately.

We take pride in our facilities and hope that your event will be a great success. Please contact our Office Manager with any questions you may have.

First Parish in Waltham
50 Church Street
Waltham, MA 02452

781-893-6240
office@walthamuu.org

Office Hours: Monday - Thursday 9am – 12.30pm (summer hours vary)

Thank you,

Emma Campbell
Office Manager

Your Checklist

- I have submitted my date(s) and time(s) to the Office Manager
- I have completed pages 3-5 and returned them to the Office Manager with the security deposit (Within 2 weeks of being entered in the church calendar)
- I have applied for an alcohol license and forwarded the details to the Office Manager (as appropriate)

One month before the event

- I have paid my rental fees in full
- I have paid for use of the sound system (if applicable)
- I have discussed video / projector use with the Office Manager and paid any fees (if applicable)
- I have paid to hire the church custodian (if applicable)

Checks should be made payable to First Parish in Waltham – except those for hiring the church custodian.

The Office Manager will provide separate details of custodian services.

First Parish in Waltham – Unitarian Universalist, Inc.
50 Church Street, Waltham, MA 02452

Application & Agreement for Use of Parish Premises (Non- Profit)

Organization / Renter: _____

Contact Name: _____

Address: _____

Daytime Phone(s): _____

Email: _____

Purpose of Event: _____

Day and Date of Event: _____

Time of Rental: *from* _____ *to* _____

Number of people expected: _____

Person responsible for event on-site: _____

Which space(s) would you like to rent:

Sanctuary (capacity 300) – no food or drink permitted

Chapel (capacity 60) – no food or drink permitted

Harrington Meeting Room (capacity 18)

Whitcomb Hall (capacity 185 – 300 depending on layout)

Small Meeting Room / Parlor (capacity 10-12)

Do you plan to serve Alcohol?

Yes (see page 10)

No

Will you use a caterer?

Yes (Please give their details below)

No

Name of caterer: _____

Caterer's Phone number: _____

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Equipment

We have 100 chairs and 20 8ft rectangular tables available at no extra charge

Number of chairs needed: _____

Number of tables needed: _____

Sound System

(Only applies to the Sanctuary, Chapel, and Whitcomb Hall)

- Not required
- We will provide our own
- Custom (please see AV pricing chart on page 3 for details)

Video / projector

A projector and screen are available in the Chapel and Harrington Room
A screen is available in Whitcomb Hall

- Not required
- We would like to discuss use with the Office Manager

Set up and breakdown

We encourage you to arrange for your own setup and breakdown of the rental space - it must be left in the condition it was found. If you choose not to do so, a custodial fee of \$75 will be charged.
This covers tables and chairs only – not disposal of trash or clean up.
The Custodian may be available during the event at \$35/hour.

- We will perform our own custodial duties
- We would like to discuss hiring the church custodian

Return of deposit (for one-time rentals)

Your deposit check will not be cashed, and you have options for its return, assuming the facilities are left in good condition following your event.

- I am enclosing a stamped self-addressed envelope so that my deposit check can be mailed back to me after the event
- Please shred my check following the event.

All rental fees (rent, custodial, audio-visual) must be paid in full at least one month prior to the event. *Rental and audio-visual charges may be on the same check. Custodial payments must be on a separate check made out to the custodian.*

This Rental Agreement and the Security Deposit must be received within two weeks of the date your event was put on the parish calendar. *The Security Deposit must be on a separate check from any rental fees.*

I/we have read the rules governing the use of facilities at First Parish in Waltham in accordance with this Application & Agreement, the Regulations Governing Use, the Terms and Conditions Governing Use, the User Fee Schedule and all other documents that are a part of this Facilities Use Packet and agree to all the conditions therein. In signing this Application & Agreement I/we acknowledge authority to act on behalf of, and take responsibility for our group/organization; and I/we are indemnifying First Parish of Waltham as defined in the Terms & Conditions.

Signature: _____

Print Name: _____

Date: _____

User Fees Schedule for Non-Profit

SPACE	CAPACITY	FEES
Security & Damage Deposit <i>Must be on separate check from rental fees.</i>	\$250 – Security deposit of \$250 is due within two weeks of us putting your event on our calendar, otherwise we cannot guarantee holding your reservation.	
Sanctuary (Non-wedding)	300	\$350 (up to 2 hrs; \$50 each add'l hour)
Whitcomb Hall	185 seated at tables 350 auditorium style	\$210 (Mon - Thur: up to 4 hrs; \$50 each add'l hour)
		\$260 (Fri - Sun; up to 4 hrs; \$50 each add'l hour)
Chapel	60	\$140 (up to 2 hrs; \$25 each add'l hour)
Harrington Room	10-18	\$90 (up to 2 hrs; \$20 each add'l hour)
Small Meeting Room	10-12	\$90 (up to 2 hrs; \$20 each add'l hour)
Church Organist / Pianist	\$225	
Setup/Breakdown Fee (if hiring our custodian)	\$75 – We encourage you to arrange for your own setup and breakdown of the rental space. If you choose not to do this, a custodial fee of \$75 will be charged. This only includes setup and breakdown of tables and chairs, not disposal of trash or clean up. The Custodian may also be available during the event (managing flow, or security at \$35/hour). All fees must be paid on a separate check made out to the staff person personally.	
Sound System Set-Up and Use	Please refer to audio-visual price sheet	
Heating Surcharge	From December through March, a surcharge is added for the use of the Sanctuary or Whitcomb Hall to cover heating costs. \$70 for the Sanctuary \$20 for Whitcomb Hall	
Lost Key	\$100	
Cancellation Refund	If canceled earlier than one month prior to the event, full refund. If canceled between one month and 48 hours prior, 50% refund. If canceled within 48 hours prior, no refund.	
<p>* If requested, the Chapel and the Harrington Room are included at no extra charge for the wedding party to get ready.</p> <p><u>About Payments</u></p> <ul style="list-style-type: none"> ● Full payment of rental fees, custodial fees and musician fees (if applicable) are due no later than one month before the event date. Evidence of Insurance (if applicable) is also due at this time. ● Rental fee and security deposit are to be separate checks made payable to "First Parish in Waltham". ● Fees for First Parish staff are to be made out to that staff person separately. 		

Audio-visual Pricing

ROOM	Operator and COST	OPTIONS (indicate choices here or below)
Sanctuary	Renter Operated – \$65	Wired lectern, handheld, or lavalier vocal microphones; audio connection (wired or Bluetooth) for one music player/phone/tablet/laptop/keyboard.
	Church Volunteer Operated – \$120 setup and pre-event sound check; add \$65/hour if operator is required during event	As above, plus wireless microphones, wired instrument microphones, and audio interfaces for additional music players/phones/tablets/laptops/keyboards. Assisted listening devices may be available. Audio recording requires the church volunteer’s presence throughout the event..
Whitcomb Hall	Renter Operated – \$65 (Fee waived if renter provides mic and cables)	Three-channel PA with wired handheld or lavalier vocal microphones; audio connections (wired or Bluetooth) for music player/phone/tablet/laptop/keyboard.
	Church Volunteer Operated – \$120 setup and pre-event sound check; add \$65/hour if operator is required during the event	As above, plus wireless microphones, instrument microphones, more than three input channels. Assisted listening devices may be available. Consult the Office Manager about the availability of recording facilities.
Chapel	Renter Operated – \$65 (Fee waived for video or audio playback)	DVD/Blu-ray player, wired audio connection for music player/phone/tablet/laptop/keyboard.
	Church Volunteer Operated – \$120 setup and pre-event sound check; add \$65/hour if operator is required during the event	As above, plus limited handheld or instrument microphones. Assisted listening devices may be available.
Harrington Room	Renter Operated – No fee	Video projector with HDMI interface has limited sound capability.
	Church Volunteer Operated – \$120 setup and pre-event sound check plus \$65/hour for the duration of the event	There is no installed audio system except the video projector—please consult the Office Manager to determine whether your audio needs can be met in the Harrington Room.

**First Parish in Waltham - UU, Inc.
50 Church Street, Waltham, MA 02452**

Liquor Liability Coverage Policy

This coverage is intended to protect **First Parish in Waltham** from liquor liability exposure if alcohol is served, furnished, or distributed at events using First Parish's facilities. At any event when liquor is served, furnished, or distributed by a person, group, or organization other than First Parish in Waltham, that person, group or organization must purchase and provide evidence of liquor liability insurance coverage for this event having coverage limits of not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate that names First Parish as an **"additional insured"**.

If that person, group, or organization does not have any existing liquor liability coverage from which First Parish can be named an additional insured, that person, group or organization must purchase and provide evidence of liquor liability insurance coverage satisfactory to First Parish in Waltham. The cost of such coverage is approximately \$250 per event and must have coverage limits of not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate and name First Parish as an **"additional insured"**.

If the person, group, or organization cannot obtain this coverage, alcoholic beverages cannot be served at the Event.

Alcoholic beverages **may not be sold** directly or indirectly at an Event at First Parish.

If there is any question on the application of these guidelines, please contact the Office Manager.

Regulations Governing the Use of First Parish in Waltham Facilities
and Terms and Conditions Governing Use of Parish Facilities

These Terms and Conditions are incorporated into the Application and are binding on Applicant.

By signing and submitting your Rental Application & Agreement, you are accepting these regulations.

1. **Security Deposit** – Applicant shall pay to First Parish any security deposits required by First Parish within two weeks of placing the event on the parish calendar. If any post-rental cleaning, repair, or replacement is necessary, First Parish will apply the security deposit to cover such costs and the renter will be liable for the remainder if costs exceed the deposit.
2. **The Rental Agreement and the Deposit** are due within two weeks of when your event was entered into the parish calendar, otherwise we cannot guarantee holding your reservation.
3. **Full payment** of all rental fees and custodial fees (if applicable) are due no later than one month before the event date. Evidence of Insurance (if applicable) is also due at this time.
4. **The use of the space** is limited to the number of persons, purpose, and room(s) specified in the approved application, which is non-transferable. Renters may access rooms only during the agreed rental period. Any other access to the space (including access for preparation or storage of materials) must be arranged with the Office Manager and may require an additional fee.
5. **Cancellation** – Applicant may cancel a one-time event and receive a refund based on when the cancellation is made: up to one month in advance, 100% refund; up to 48 hours, 50%; less than 48 hours, no refund.
6. **Limited Time** – The Space will be available to Applicant only during the hours and on the day(s) ("Time of Use") specified on the Application, and Applicant agrees that at Applicant's sole cost and expense, Applicant shall ensure that the Space shall not be occupied or used by Applicant or any third party before or after the Time of Use. Time is of the essence regarding this right to use. Additional set-up and break-down time must be established when making the rental arrangements.
7. **Alcohol** – Applicant may not serve, furnish, or distribute alcoholic beverages of any kind without the prior written consent of First Parish.
 - A. If alcohol is being served, the caterer (or the Applicant if there is no caterer) must provide First Parish with Evidence of Insurance (Commercial General Liability) including Liquor Liability coverage naming "The First Parish in Waltham - UU, Inc." as an "additional insured." (Please refer to the Liquor Liability Coverage Policy on page 8.)
 - B. The applicant shall be solely responsible for obtaining all permits or other authorizations and for obtaining insurance satisfactory to First Parish, and shall submit copies of all permits required and documentation of insurance to First Parish at least 10 business days prior to the scheduled event.
 - C. If the copies of permits and insurance are not received in a timely fashion, no alcohol may be served, furnished, or distributed.
8. **Clean-up** – The renter is responsible for clean-up of the rental space following the event. First Parish does not supply clean-up services. Rental space must be returned to the condition in which the renter found it. If additional cleaning is required, the renter agrees to bear all costs of cleaning, repairing, and restoring First Parish facilities to its previous condition, reasonable wear, and use excepted. The Security Deposit may be applied to such cleaning or repair requirements. The renter agrees to pay costs over and above the amount of the Deposit for any damages for which the renter is responsible.
9. **Caterers and bartenders** must supply their own trash bags and remove all trash from Parish property after the Event.

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10. **Use** – Applicant certifies that Applicant will use the space only for the purposes described in its application. Applicant understands that this right to use is personal and may not be transferred or sublicensed. Any changes to the right to use or the terms and conditions of use must be approved by First Parish in writing.
11. **Not a Lease** – This is not a lease, and no interest in real estate is conveyed hereby.
12. **Use of First Parish Name** – Renter shall not imply in any way that the First Parish is sponsoring the event; and no reference to First Parish may be used in promotional or other literature used or distributed by renter, other than references to the location of the event.
13. **Special Equipment, Recordings** – No lighting or other special equipment may be installed or used without the prior written consent of First Parish.
14. **Applicant's Liability** – Applicant is and hereby agrees to be fully responsible and liable for any and all injuries (and death) suffered by persons and for any and all damage to First Parish's property and any theft or loss of First Parish's furnishings and equipment, resulting from or occurring during Applicant's use of the Space, and not caused by the willful misconduct or gross negligence of First Parish. Applicant shall indemnify and hold harmless First Parish and their officers, agents, employees, members, and members of their governing boards from and against any and all liability, action, claim, demand, loss, expense, or damage (including reasonable attorneys' fees) caused by or arising out of any act, omission, publication, or representation of Applicant, its officers, directors, agents, guests, invitees, or employees in connection with this right to use.
15. **First Parish Not Liable** – First Parish shall have no liability for any loss, cost, expense, or damage to Applicant, its members, officers, directors, agents, employees, guests, clients, attendees, or anyone else by reason of fire, theft, vandalism, weather or otherwise. Applicant agrees not to sue First Parish or any of First Parish's respective officers, agents, employees, members, members of its governing boards, successors, or assigns for any such loss, cost, expense, damage, or injury. In no event shall First Parish be liable to Applicant for incidental or consequential damages if First Parish is unable to make the space available to Applicant during all or any part of any of the scheduled time of use. The space rented is provided on an "AS IS" basis and First Parish makes no warranties of any kind whether express or implied.
16. **Rules and Policies** – The Applicant and Applicant's use of the space shall be subject to any policies, rules, and regulations that First Parish may promulgate from time to time, including those stated in any publication promulgated by First Parish. Applicant's use of the space is non-exclusive as to First Parish, which retains the right freely to enter the space at any time, for any purpose.
17. **Binding Effect** – The terms and conditions of this License shall be binding on Applicant, (and if Applicant is an organization) on Applicant's officers, directors, members, agents, employees, guests, invitees, or group, and on those claiming by, through, or under Applicant.
18. **Force Majeure** – First Parish is not liable for its failure or delay to perform its obligations due to any acts of nature, act of God, strikes, acts of terrorism, fires, floods, explosions, earthquakes, equipment or labor shortages, government regulations, destruction of facilities or other causes beyond its reasonable control.
19. **First Parish in Waltham** reserves the right in its sole discretion to determine to whom and for what purposes the facilities will be made available. First Parish representatives will have the right to direct the Applicant in the proper use of the space.

Advice for Renters

1. The individual whose name is on the form is identified as the responsible person on-site during the rental event.
2. Rentals do not include the use of audio-visual equipment or kitchen facilities unless agreed to as part of the rental contract. Available audiovisual equipment and services vary by room—please see the Audiovisual Pricing chart for options and fees.
3. Church musical instruments (organ, pianos) may not be used without the prior permission of First Parish.
4. Quality of Space – (*User fees do not include custodial care; we encourage you to arrange for your own setup and breakdown. See Fee Schedule for optional setup/breakdown fees.*) The space and all facilities must be left in the condition in which they were found.
 - a Furnishings may not be moved from one room to another.
 - b All kitchen counters must be cleaned; dishes, utensils must be washed, dried, and put away.
 - c Floors should be swept.
 - d Cleaning supplies are located in the kitchen and should be returned after use.
 - e Barrels in the kitchen are designated for trash and garbage, and bins are to be used for recycling (glass, plastic, and non-food cardboard). There will be a charge of \$50 for neglecting to recycle and disposing of recyclables in the trash.
 - f Dishwasher may only be used with prior permission; instructions for use are posted in the kitchen.
 - g Caterers are expected to supply linens.
 - h The kitchen facilities may only be used for warming, preparing, and distributing food. The stove and ovens may not be used for the cooking of food.
 - i All leftover foods and beverages must be removed from the building.
 - j No rice, confetti, or birdseed may be thrown in the building; only bird seed may be used outside the building.
5. All doors must be locked upon departure. Please do not leave doors propped open. The key must be put in an envelope (available on the shelf outside the office) and placed in the mail slot in the office door.
6. A \$100 fee is charged for lost keys. This may be taken out of the Security Deposit with the balance being returned to the renter on a parish check.
7. Parking is limited at First Parish, so please encourage use of public parking and public transportation. Please make your guests aware of the church parking policies:
 - a Vehicles may be parked facing the side of the church (east) or the wrought iron fence (west).
 - b It is a violation of city fire restrictions to park facing the parish house or in front of the entrances to the Day Care, Chapel, or offices (north).
 - c The parking spot reserved for the Minister must always left free.
 - d There is an additional parking lot on the west side of the church, entered from School Street.
 - e There is also a large municipal parking lot just a block away on Lexington Street, between School and Main Streets.
8. The use of marijuana is legal in Massachusetts only for use in a private home. Therefore, the use of cannabis in any form is not permitted on church property.

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9. Smoking is not allowed in any of the First Parish buildings or within 15 feet of any church entrance.
10. Our church is in a residential neighborhood. Loud music and other noise that disturbs our neighbors is prohibited.
11. The heat for your rental space has been set in advance and should be adequate. If there is a need to change the temperature setting, only push the Up or Down arrows, and never push the Hold button. In addition, if you will be canceling or changing the hours of your rental for any reason, please notify the Office Administrator well prior to your event so we can adjust the heat settings accordingly. Failure to do so will result in a \$30 charge.
12. If the renter desires a Police detail, it must be procured and paid for by Applicant, with payment directly to the Waltham Police. The First Parish address is not to be used as the billing address.
13. The Applicant must ensure that minors are not served liquor during any event.