

FIRST CHURCH IN CHESTNUT HILL
26 Suffolk Road, Chestnut Hill, MA 02467
Telephone 617-566-6237

AGREEMENT FOR USE OF FACILITIES

1. Use of the Parish Hall of The First Church in Chestnut Hill (the “Church”) for activities other than weddings, funerals and other religious services shall be at the sole discretion of the Standing Committee. Use of the sanctuary for non-religious purposes shall be at the sole discretion of the Minister. Applications to use the Church facilities should be delivered well in advance of the event to the Minister or the Chair of the Standing Committee and will be reviewed on a case-by-case basis.

The use policy for the Parish Hall is a three-tiered system as follows:

1. For Church functions: no charge
 2. For events sponsored by or involving church members: The contribution for use of the Parish Hall is \$75 per diem. In addition, users will be required to pay \$75 to the Sexton, Dana Flynn, to cover preparation and clean up, provided that the sexton’s fee may be increased at the discretion of the Standing Committee as warranted by the anticipated preparation or cleanup.
 3. For events with no relation to the church or its members: Such events may be accepted at the discretion of the Minister and/or the Standing Committee, the charge to be determined on an individual basis depending on the hours and labor involved. In general the standing charge for a morning or evening event of approximately (4) four hours duration, including setup time, would be \$150 for the use fee and \$150 for the sexton fee.
2. The contribution for use of the sanctuary for weddings and funerals for non-church members is \$200 with no additional charge for an on-site wedding rehearsal. In addition all users will be required to pay \$200 to the sexton to cover preparation and clean up. The suggested honorarium for the Music Director is \$250. and for the Minister \$300.
3. The Standing Committee may condition its approval of an event upon compliance with any restrictions that it deems appropriate, including the provision of liability insurance coverage by the proposed users or payment of additional expenses arising from the planned event. Non-Church events are not permissible on Sunday mornings, Christmas Eve (day or evening), Christmas Day or during Holy Week (from Palm Sunday through Easter).
4. Use shall be restricted to the areas designated. The Minister’s study shall not be used for any reason, except weddings and funerals. No smoking or hard liquor is allowed. Wine or beer may be served at an event, with prior written approval, which approval may be denied at the Church’s sole discretion. Parking for the Church is on the

street and may not be available for Saturday events during the Boston College fall football season. A police detail and coordination with the City of Newton would be necessary for events during this time period, at the sole cost of and coordination by the applicant.

5. If tables and chairs are to be set up, a floor plan or description of the number of chairs and tables must be furnished to the Sexton at least four days in advance.

6. No signs for any non-church event may be affixed to the exterior of the church for any reason. All signs must be approved in advance in writing by the Standing Committee and Minister. No storage of items or equipment shall be permitted on the Church premises or grounds.

7. The following information is submitted by the applicant:

Name of Person or Organization: _____

Address: _____

Contact Person: _____ Telephone: _____

Church Member Sponsor (if any): _____

Proposed Meeting Date: _____ Time: _____ From _____ To _____

Space to be used: _____

Number of persons expected: _____

Tables & Chairs: _____

Description of Use: _____

The undersigned, and any agents or employees of the undersigned, hereby accepts and agrees to the provisions of this Agreement, and further agrees with the Church that the undersigned (i) will promptly reimburse the Church for any loss or damage to the Church's facilities or any of its property, equipment, or supplies and (ii) will release and indemnify the Church and its Minister, employees and members, and hold them harmless from and against all claims made by anyone in connection with the use of the Church facilities, property, equipment or supplies by the undersigned, including without limitation any claims made by invitees, members or associates of the undersigned if it is an organization. *The undersigned further agrees that any permission given for the use of the Church facilities may be revoked at any time by the Church with or without cause.* This Agreement may not be altered except in writing mutually agreed upon by the parties.

The signed contract should be returned with checks payable to the Church and the Sexton at the above address. In the case of a wedding or funeral, honoraria for the Minister, Sexton and Organist should be given to each of them at the rehearsal before the Wedding or by the Funeral Director on the day of the funeral.

Print Name: _____ Date

Signed: _____
Hereunto duly authorized, under seal

Agreed to by Standing Committee Chair:

_____ Date