

Building Use Policy

First Church Unitarian, Littleton

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Approved by Standing Committee:

05-18-2015

Contact Information for the Church Office Administrator, Minister, Music Director and Sexton:

First Church Unitarian, Littleton

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Purpose

First Church Unitarian, Littleton, is pleased to offer the use of our historic building. The Building Use Policy is designed to encourage the use of our church building by congregants and neighbors, while ensuring the well-being of the building, and those who use it.

Space/Facilities Available

Sanctuary

The Sanctuary space will seat up to 220 people. Use of the Sanctuary is subject to the approval of the Minister. The sound system, piano and organ are available for use with the approval of the Music Director. The sound system must be operated by the Sexton or an authorized Church member. No food or drinks other than water are allowed in the Sanctuary.

Alliance Room

The Alliance Room is a small meeting space with the atmosphere of a living room. The seating capacity is 15 to 20 persons. No food or drinks other than water are allowed in this room.

Vestry

The Vestry is a gathering room on the main level of the Church. The capacity of this space is 50-75 persons. Tables and chairs are available. It is adjacent to the Upstairs Kitchenette.

Upstairs Kitchenette

The Upstairs Kitchenette contains equipment and cups for coffee and tea, a 4-burner electric stove, an oven, a dishwasher and utensils for the service of light appetizers and desserts. It is available for use with an event held in the Vestry.

Dining Room

The Dining Room is on the lower level of the building. Capacity of this space is 75-100 persons. Tables and chairs are available. This space is available for use with or without the adjacent (downstairs) kitchen facility.

Downstairs Kitchen

The Downstairs Kitchen is available for use separately or together with the use of the Dining Room. This kitchen contains two 4-burner electric ranges with ovens, warming drawers, refrigerators, a freezer, pots, pans, utensils and dinnerware. It includes appliances for preparation of coffee and tea.

Other Church Property

Tables, chairs and kitchen equipment are available for use in the Church.

Access to the Church Building

The Church building is accessible via the sanctuary doors, a door on the right side of the building, and via a ramp on the left side of the building which leads to the Vestry. A lift in the Church Office provides additional access to the Sanctuary. The driveway, to the right of the building, gives access to an entrance on the lower level for the Dining Room and Downstairs Kitchen.

Hours of Availability

The church is available for use daily from 8 AM to 11 PM, except for Sundays from 8 AM to 3 PM.

Parking

Parking is available across the street next to the Fire Station in the parking lot for Faye Park, along the Church side of Foster Street, in marked spaces around the island bordered by Foster and Rogers Streets, and across Route 110/2A (to the left of the end of Rogers Street) at the entrance to Castle in the Trees playground.

General Requirements for Building Use

First Church Unitarian, the Church, is not a commercial institution and its building and furnishings should be treated as you would treat your own home and furnishings. The building is located in a residential area and we require that the peace and privacy of our neighbors is respected.

This is a Unitarian Universalist Church and is solemnly committed to the seven principles of our faith. In accordance with these principles and our commitment as a Welcoming Congregation, the Church reserves the right to refuse the use of the building, or to cancel any building use agreement, in connection with individuals or groups who deny people access to their events based on race, gender, ethnicity, sexual preference or orientation, identification, economic status or religion.

The Church, in accordance with our commitment as a Green Sanctuary, is committed to the reduction of our impact on the environment. All users of our building must comply with our reuse/recycling requirements.

The Church reserves the right to cancel the use agreement if the purpose of the building use is misrepresented in any way.

Reservations

The process for making a room reservation varies, according to the following categories:

1. For Church Committee work:

- 1.1. Check room availability on the Church online calendar or call the Office Administrator.
- 1.2. Complete the Online Scheduling Form.
- 1.3. Wait for email confirmation from the Office Administrator.

NOTE: If you are collaborating on a public event with an outside organization, a Liability Insurance Certificate from that organization is required.

2. For a Church Service for a Member or a child of a Member:
 - 2.1. If the Church Service is a wedding or commitment ceremony:
 - 2.1.1. Complete the Building Use Application/Agreement and send it to the Office Administrator.
 - 2.1.2. The Office Administrator will let you know within two weeks of receipt of the application whether your application is approved.
 - 2.1.3. Contact the Minister.
 - 2.2. For all other Church Services, contact the Minister.
3. For an event being held in honor of a Member or a child of a Member:
 - 3.1. Send your request in writing to the Office Administrator, using the Building Use Application.
 - 3.2. The Office Administrator will let you know within two weeks of receipt of the application whether your application is approved.
4. ^{3.3} For building use applications from an outside organization/individual (not the Church or a Church Member):
 - 4.1. Send your request to the Church Office Administrator, using the Building Use Application/Agreement, including a Hold Harmless Agreement and a Certificate of Liability Insurance.
 - 4.2. The Office Administrator may forward your request to the Standing Committee for approval.
 - 4.3. The Office Administrator will let you know within two weeks of receipt of the application whether your application is approved.
5. ^{4.4} Requests for long-term building use:
 - 5.1. must be made in writing, directed to the Chair of the Standing Committee (SC-Chair@FCUlittle.org), and
 - 5.2. Will be reviewed on a case-by-case basis.

Fee Structure

1. Building use for church services/events for a Member or child of a Member: Please see the Building Use Fee Schedule.
 - 1.1. Usage Fee is not required.
 - 1.2. Sexton Fee is required and must be paid separately from other fees.
 - 1.3. Music Director Fee must be paid when applicable, separately from other fees.
 - 1.4. Ministerial Fee may be required and must be paid separately from other fees.
2. Building use for events of an outside organization/individual. Please see the Building Use Fee Schedule.
 - 2.1. Usage Fee is required. Applicants must attach 1/2 of the Fee to the Building Use Application. Final payment must be received on or before the date of the use of the facilities. In case of cancellation, deposits and fees paid are refundable on the following schedule, based on how much notice is given for the cancellation:
 - 2.1.1. 2 months prior to the event – full refund

- 2.1.2. Less than 2 months to 2 weeks prior – 50%
- 2.1.3. Less than 2 weeks prior – no refund
- 2.2. Sexton Fee: is required. The Sexton fee must be paid separately from other fees.
- 2.3. Ministerial/Music Dir. Fees must be paid when applicable, separately from other fees.
3. Right of First Refusal: both the Music Director and the Minister must be asked if s/he is available to conduct each Church service. If s/he is available, but you choose to have someone else, a \$100 donation to the FCU Music Fund or the FCU Minister's Discretionary Fund is requested.

Liability Insurance Requirement

For building use applications from an outside organization/individual (Not the Church or a Church Member), a General Liability Insurance Certificate must be obtained for at least \$1,000,000 in which the First Church Unitarian is listed as the "additional insured" party. The certificate must include a provision that the insurance will be in force for the date(s) of building use. The insurance certificate must be attached to the Building Use Application.

Hold Harmless Agreement

For Building Use Applications from an outside organization/individual (not the Church or a Church Member) a signed Hold Harmless Agreement must be attached to the Application.

Sexton Services

The Sexton is the keeper of the building and grounds of First Church Unitarian. When the Sexton is paid for services at an event, these services include:

1. Opening and closing the building entrances;
2. Being available to answer questions about the facility;
3. Helping the user prepare the space for their event;
4. Assisting in the set-up of tables, chairs, or staging;
5. Clearing the walkways and entrances in the event of snow.

Alcoholic Beverages

Only beer and/or wine may be served and consumed at the Church; no hard alcohol is permitted. Service and consumption of beer and/or wine is subject to the following requirements:

1. The user/applicant agrees to be solely responsible for adherence to and compliance with Littleton local and Massachusetts state liquor laws. The Church shall be held harmless for acts or events related to the consumption of alcohol at the Church.
2. At events with a cash bar, including 'voluntary' donations, or at events for which an entry fee is charged:
 - 2.1. a permit from the Town of Littleton is required and must be attached to the Building Use Application, and

- 2.2. A Certificate of Insurance for Liquor Liability of at least \$1,000,000 is required and must be attached to the Building Use Application. This insurance is required in addition to the Building Use Liability Insurance.
3. The applicant/user, event organizer or their designee may serve beer and wine.
4. Alcoholic beverages and containers may not be left on the premises. This includes empty containers in the trash. They must be completely removed from the Church building and property at the end of the event by the user of the building.
5. The user/applicant will purchase/supply the beer and/or wine.

Recycling

Please separate all one stream recyclable materials from your trash and place them in the recycling containers located in the Vestry and Dining Room. Excess recyclables may be left bagged next to the trash containers on the lower driveway outside of the back door. All other materials are to be placed in the regular trash. Please make every effort to use biodegradable and recyclable materials at your event!

Kitchen Use

General Requirements: PLEASE DO NOT LEAVE FOOD BEHIND IN THE REFRIGERATORS!

Please use all equipment in the kitchen for their intended purpose. The kitchens are generally intended for the re-heating, arrangement and service of food. They are not set up or intended to be used for large-scale food preparation.

Open flames, such as those from Sterno® or candles, for warming of food is only permitted in proper containers designed for this purpose. Decorative candles in glass, metal or ceramic containers may be used on tables. Open flames of any type shall never be left unattended at any time.

Before leaving the kitchens,

1. they must be cleaned
2. All trash bagged and removed to the containers on the driveway outside the back door on the lower level.
3. All appliances and utensils must be cleaned and replaced where they were found.
4. The counter top surfaces will be left wiped and clean.
5. The dishwashers must be filled and run. Congregants are asked to return after an event to empty dishwashers.

Food Safety: The Church is not responsible for food safety at any event. All persons using the kitchen facilities must comply with all legislated food safety rules and regulations. To help ensure that food is safely prepared and served, the Church recommends that the building user engage the services of a professional caterer.

Additional Requirements for Building Use

The person who signs the Building Use Application is responsible for ensuring that the following additional conditions are met:

1. Compliance with all local, state and federal laws.
2. Firearms (loaded or unloaded) are not permitted on Church property at any time except in the possession of a public safety officer on duty.
3. Illegal drugs and narcotics, or fireworks of any type are not permitted on Church property at any time.
4. Smoking is not permitted anywhere in the Church building or outside within 20 feet of any entrance to the building.
5. No food or drinks other than water in a closable container are allowed in the Sanctuary or the Alliance Room.
6. Chemical sensitivities: Some persons both within and outside of our community who may enter the Church are sensitive or allergic to scents or chemical substances, including those with associated odors or not. These include, but are not limited to: scented candles, incense, perfumes, colognes, air fresheners, cleaners, and deodorizers. Please do not wear or use such scents or substances during your use of the building.
7. Storage space is not available for non-Church uses.
8. Emergencies must be reported immediately to the Sexton, a Church staff member and/or appropriate authorities. Phone 911. (The Fire Station is across the street.)
9. Use of any office equipment, including the telephones, except in case of emergency, is not allowed by Non-Church members.
10. Children must be supervised at all times in accordance with the Church Safe Congregation policy. Toys, materials, and classrooms are not available for use except as part of Church events.
11. No string, staples, tacks, nails, screws, glue or permanent tape may be used to secure decorations. Only removable tape (such as 'drafting' tape) that will not damage paint or woodwork is permitted.
12. Open flame candles with appropriate protection from dripping wax may be used in conjunction with worship services. Otherwise, candles may only be used in appropriate glass, metal, ceramic or other suitable non-burnable container designed for candles. Open flames are never to be left unattended in or around the Church building. Fire extinguishers are available.
13. Animals, other than those engaged in service to humans, are not allowed on the Church property or in the building.
14. The use of the organ, grand piano, and sound system in the sanctuary must be approved by the Music Director.
15. The use of celebratory rice and confetti is not permitted on Church property. The use of birdseed is allowed outside the building.
16. Upon leaving the building, the user is asked to assure that:
 - 16.1. windows are shut,

- 16.2. lights are turned off (including the rest rooms),
- 16.3. faucets are turned off,
- 16.4. the toilets are not running,
- 16.5. stoves and appliances are turned off, and
- 16.6. the building is restored to its pre-use condition.

Event Cancellations by the Church

The Church reserves the right to cancel any function if the building becomes unusable due to circumstances beyond its control (for example, but not limited to: broken water pipes, loss of heating, weather, civic or community emergencies). In the event of such a cancellation, the Church will return all fees that have been paid. The Church shall have no further responsibility to the applicant such as, but not limited to, finding an alternate location.

First Church Unitarian is a religious organization whose first obligation is to its members and their community. While extremely unlikely, the Church may need to amend a building use agreement to reschedule or reassign a reserved space should it be needed for a pastoral or other emergency. Every accommodation will be made to respect an existing building use agreement however changes to such an agreement may be made with the approval of the Minister and Standing Committee. Should such a circumstance occur, the building use fees and deposits shall be returned in full.

Damage to the Church Building

Any damage caused by your event must be reported to the Sexton, Minister, or Church Office Administrator. The cost of repair, in addition to an administrative fee not to exceed \$100 is the responsibility of the applicant/user.

Related Church Documents

Building Use Fee Schedule

Building Use Application/Agreement

Hold Harmless Agreement

Safe Congregation Policy

Fundraising Policy

Fundraising and Scheduling Form

Weather/Power Cancellation Policy