

Follen Church Society ~ Unitarian/Universalist
755 Massachusetts Avenue, Lexington, MA 02420
781-862-3805 ~ fax 781-862-8035 ~ www.follen.org

Building Use Policy & Information for Outside Groups

Follen Church Society welcomes you to use church space for purposes that are consonant with its values as a liberal religious institution. We invite your inquiry about weddings, memorial services, and events or group meetings in the arts, education, health and community service. The following rooms are available: Anne Smith Room, Community Center, Dickens Room, Emerson/Alcott Room, Marshman Center Meeting Room & Classrooms, and the Sanctuary.

Fees include access to the musical instruments noted below. Fees do not include required Sexton fees for building oversight and security, kitchen use fee, or fees for special musical instrument tunings.

The Anne Smith Room is located on the second floor behind the Sanctuary. It is a carpeted space of about 350 square feet which will accommodate 35 to 40 comfortably. The room is equipped with a piano (Yamaha Electronic) and upholstered chairs. There is an adjoining kitchenette. Fee: \$100 for 2 hours, \$50 each additional hour.

The Community Center is located on the ground floor behind the Sanctuary. It is a tiled floor space of about 1,600 feet which will accommodate 100-150 depending on use. This space is ideal for exercise and dance classes. It is equipped with a piano (Yamaha Electronic). There is an adjoining full kitchen. Fee: \$100 for 2 hours, \$50 each additional hour. Fee for use of kitchen: \$50.

The Dickens Room is a classroom located on the ground floor under the Sanctuary. It is a tiled floor space of about 225 square feet which will accommodate 20 to 25. Fee: \$40 for 2 hours, \$20 each additional hour.

The Emerson/Alcott Room is located on the second floor behind the Sanctuary. It is a carpeted floor space of about 375 square feet which is dividable into two equal parts by a folding wall. It will accommodate 30 to 40 depending on use. Fee: \$60 for 2 hours, \$30 each additional hour.

The Marshman Center is located at 763 Massachusetts Avenue in a white structure immediately to the west of the main Church building. The ground floor meeting room is a carpeted space of about 360 square feet which will accommodate 20 to 40 depending on setup. The room is equipped for cable/internet access and has an adjoining kitchenette. Fee: \$100 for 2 hours, \$50 each additional hour. There are two classrooms on the second floor, one with capacity for 10-15, the other for 15-20. Fee: \$40 each for 2 hours, \$20 each additional hour.

The Sanctuary will seat up to 275. It has superb acoustics and is equipped with a Steinway concert grand piano and an 1868 vintage E. and G.G. Hook tracker pipe organ considered one of New England's best by the American Guild of Organists. Use of the organ is permitted by special arrangement. Events in the Sanctuary must be in keeping with its historic purpose. It

has been home to many of the region's most distinguished musicians in concert, and the site of many weddings and memorial services. Fee: \$300 for 3 hours, \$75 for each additional hour.

Kitchens

The kitchen adjoining the Community Center can be used for an additional fee of \$50. Use of each kitchenette adjoining the Anne Smith Room and Marshman Center Meeting Room is included in the usage fee. All equipment in these spaces must be used in compliance with posted operating instructions. No food may be left in the refrigerators. All spaces must be cleaned and trash bagged and removed. Use of kitchens is subject to approval of the Church Administrator.

Building Security

Follen Church Society requires that our Sexton open and close the facility and oversee outside Users' events. The Sexton's fee must be paid at the rate of \$25 per hour, 3 hours minimum.

Reservation Procedures & Cancellation/Refund Policy

Everyone using the building for an event, including members of Follen Church Society, must complete a Building Use Agreement Form. Follen members, as a privilege of signed membership, may have free use of the building for weddings and memorial services of family members; donations for such uses are appreciated, however. For uses other than weddings and memorial services, signed members may use space at a discount of 20% off the regular fee. The person who signs the Building Use Agreement Form is responsible for assuring that all the terms and conditions defined in the Building Use Policy and Agreement are observed. This applies to all Users alike, regardless of Follen membership.

Individuals interested in reserving space should direct their inquiries about date availabilities to Sarah Garner, Church Administrator, at sarah.garner@follen.org or 781-862-3805, ext. 205. If space is available when requested, she will complete a Building Use Agreement Form and send it to the proposed User.

A reservation will be confirmed only after return of the signed Agreement with payment of fees in full for one-time users or first month's fees for continuing users. Checks should be made payable to: Follen Church Society and mailed or delivered to: Sarah Garner, Church Administrator, Follen Church Society, 755 Massachusetts Avenue, Lexington, MA 02420.

As a religious organization whose first obligation is to its members, Follen Church Society may need to amend the Agreement to reschedule or re-assign the reserved space should it be needed for a Memorial Service and Reception. This occurs very infrequently; every accommodation will be made to respect existing building use agreements. But if such a circumstance should arise, a refund will be offered.

Refunds: In the event of a cancelled reservation, refunds will be made as follows:

Cancellation at least 3 months prior to use:	Full refund
Cancellation 1- 3 months prior to use:	50% refund
Cancellation less than 1 month prior to use:	No refund

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