

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

Building Use Agreement ~ One-Time Use

Follen Church Society agrees to offer the use of space and facilities in its buildings as noted below. The person signing this Agreement agrees to accept responsibility for ensuring that all the Terms and Conditions defined in this Building Use Agreement are observed.

Name of Event or Organization _____

Contact Person & Title [or Role] _____

Phone _____ Fax _____ Cell _____

Email address _____

Street Address _____

City _____ State _____ Zip _____

Event Date _____

Arrival Time _____ Departure Time _____

[Beginning & ending times for Sexton to open the building, oversee building use during the event, and secure the building. Sexton's fee is \$25/hour; 3-hour minimum. Please allow for setup and cleanup time.]

Event Start Time for posting on Church Bulletin Board _____

[Actual beginning time of concert, recital, reception, dinner, meeting, etc.]

Space needed (check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Anne Smith Room | <input type="checkbox"/> Marshman Center Meeting Room |
| <input type="checkbox"/> Community Center | <input type="checkbox"/> Marshman Center Kitchenette |
| <input type="checkbox"/> Community Center Kitchen | <input type="checkbox"/> Marshman Center Classroom 1 |
| <input type="checkbox"/> Dickens Room | <input type="checkbox"/> Marshman Center Classroom 2 |
| <input type="checkbox"/> Emerson/Alcott Room | <input type="checkbox"/> Sanctuary |

Space Usage Fee \$ _____

Sexton Fee: \$ _____

Check payable to Follen Church Society.

Check payable to Robert Foss.

Date Due: _____

Date Due: _____

Terms and Conditions of using space at Follen Community Church follow on page 2. Please read them carefully. Sign and return this Agreement together with your payment and keep the second copy for your records. User's signature will indicate that User understands and will abide by the Terms and Conditions. Space reservation will not be complete until Sarah Garner, Church Administrator, has received payment and a signed copy of this Agreement. Send to: Sarah Garner, Follen Church Society, 755 Massachusetts Ave., Lexington, MA 02420.

Terms and Conditions

Smoking, candles, and any other uses of fire are strictly prohibited.

Children must be supervised at all times.

In the Sanctuary: No food or beverages are allowed. The piano and pulpit may not be moved from their positions except by Follen staff. Only the existing pews and rear benches may be used for seating. Fire regulations prohibit placement of additional chairs in the aisles.

Kitchens: Users must provide their own food supplies, including coffee and paper goods (a list of recommended caterers is available on request of the Church Administrator). Users must comply with all posted food safety rules. No food may be left in refrigerators. All trash must be bagged and deposited in the plastic shed alongside the building.

Furniture and Equipment: All furniture, musical instruments and equipment must be left in the same condition and location in which they were found. Any damage must be reported to the Church Administrator, and the cost of repair or replacement will be the responsibility of the User.

Publicity: The name "Follen" or "Follen Church" may not be used in the title of any User's event or in conjunction with the event or any meeting except as a description of its location. No use of any kind may be made of the phone number, email address or website of Follen Church Society in the signs, press releases, publicity or other communications about the event or meeting(s).

Signs: Signs may be posted at the Church on the day of use, but must be removed after use of the space. Nails, tacks, screw hooks, and adhesive tape may not be used.

Insurance: The Follen Church Society's insurance does not cover outside users, neither individuals nor groups. Outside parties using the building, whether for a fee or not, agree to indemnify and save harmless the Follen Church Society from and against all claims, judgments, and liabilities.

Alcohol Policy: Alcoholic beverages may not be sold or served without prior arrangement with the Church Administrator. Submission of outside group's current Liquor Liability Policy may be required.

Handicapped accessibility: The Sanctuary building is equipped with an elevator and platform lift. The Sexton will assist with keys and instructions on use of these devices. The Marshman Center Meeting Room (first floor) is accessible by a ramp to its rear door.

Parking: Parking is permitted in the church-owned lot across the street from the Sanctuary and on the street except where indicated by signs. Designated handicapped spaces are available in the driveway alongside the church building. No other cars are permitted to park in the driveway alongside the church building. Do not park in the designated ministers' spots at any time.

Miscellaneous: Thermostats may not be adjusted, nor may any furniture or equipment be removed for use out of doors of the church buildings, nor may any posters or other materials on the walls of the buildings be removed without consulting the Sexton or Church Administrator.

The use of the buildings and facilities of Follen Church Society is subject to the laws of the Town of Lexington and the Commonwealth of Massachusetts. The person signing this Agreement accepts responsibility for compliance with these laws and with the Terms and Conditions of this Agreement.

Signed by Follen Church Administrator

Date

Signed by Person Responsible for Non-Church Use

Date
