

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

Building Use Policy & Information for Outside Groups

The primary purpose of the Follen Church buildings – the main building at 755 Massachusetts Ave., and the Marshman Center, next door at 763 Mass. Ave. -- is to provide facilities for worship services, programs, and activities of the church, its members, and its committees and affiliated organizations. Honoring our heritage as a community church, we also offer our space for rentals by individuals and groups whose purposes are consonant with Follen's values as a liberal religious institution, subject to availability. We invite your inquiry about concerts, recitals, events or meetings in the arts, education, health and community service, wedding ceremonies, and memorial services. Use of the Sanctuary for regular religious services is subject to approval by our Parish Minister, Program Council President and Parish Board Chair. We reserve the right to decline rental requests.

Accessibility: the main church building at 755 Massachusetts Ave. is fully accessible by elevator. The Marshman Center next door at 763 Mass. Ave. (the "old parsonage") is accessible on the first floor, but the two small second-floor classrooms are reachable only by climbing a flight of stairs.

Rentals for Life Ceremonies:

- **Weddings:** Wedding ceremonies may be held in the Follen Sanctuary for Follen members and friends and other Unitarian Universalists who have ties to Follen Church. Arrangements for the ceremony must be made directly with the Minister, Rev. Claire Feingold Thoryn, and the Music Director, Vivian Montgomery. Their professional fees are to be paid directly to them. Rev. Feingold Thoryn can be reached at minister@follen.org or 781-862-3805 ext. 1002 and Vivian at vivian.musicdirector@gmail.com or 781-862-3805 ext. 1003. Special arrangements for outside clergy are possible; please direct inquiries to Rev. Claire.
- **Memorial Services:** a separate information sheet is available upon request.

Rooms and fees are listed below. Fees are charged from arrival time for setup until departure of the last event attendee.

Spaces Available for Rental:

The Sanctuary will seat up to 225. 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. The Sanctuary has been home to many of the region's most distinguished musicians in concert, and offers a lovely setting for weddings and memorial services. **Fee: \$300 for 3 hours, \$75 for each additional hour.**

The Community Center is located on the ground floor behind the Sanctuary. It is a tiled floor space of about 1,900 square feet that will accommodate up to 100-150 depending on use and furniture setup. It is equipped with a piano (Yamaha Electronic), ceiling-mounted projector and microphone connections. There is an adjoining full kitchen. **Fee: \$100 for 2 hours, \$50 each additional hour. Fee for use of kitchen for cooking, baking, or other food preparation: \$50.** No fee for using sinks and serving counters without cooking.

The Sonin Room is a light-filled, open floor space with vaulted ceiling and wooden floor on the third floor, suitable for music rehearsals, intimate concerts, receptions, and large meetings. It is equipped with a grand piano. Chairs, tables, microphones and a projector are available as needed. 840 square feet, capacity up to 96 depending on use and furniture setup. **Fee: \$150 for two hours, \$75 for each additional hour.**

Medium-Sized Meeting Rooms:

- The Anne Smith Room is located on the second floor behind the Sanctuary. It is a carpeted space of about 405 square feet that will accommodate up to 30 people, depending on furniture setup. The room is equipped with a piano (Yamaha Electronic), wooden chairs, and a ceiling-mounted projector. There is an adjoining kitchenette. Fee: \$100 for 2 hours, \$50 each additional hour.
- Meeting Room #210 on the third floor is furnished with a folding table and chairs. Capacity 18 people, 261 square feet. The kitchenette nearby is available for use at no extra charge.
- Meeting Room #213 at the rear corner of the third floor is furnished with a table and chairs. Capacity 18 people, 268 square feet. The kitchenette nearby is available for use at no extra charge.
- The Marshman Center ground floor meeting room is a carpeted space of about 360 square feet that will accommodate 20 to 40 depending on setup. The room is handicapped accessible and is furnished with a conference table and chairs. There is an adjoining kitchenette available for use at no extra charge. A handicapped-accessible bathroom is nearby on the ground floor.

Fee for Medium-Sized Meeting Rooms: \$100 for 2 hours, \$50 each additional hour.

Small Meeting Rooms:

- Chalice Room is located on the third floor of the main building. It is furnished with a table and chairs, maximum occupancy 8 people, 204 square feet.
- Marshman Center Classrooms (two) are on the second floor (no elevator) and are equipped with a table and chairs. Each classroom will hold about 8-10 people. A bathroom is located on the 2nd floor.

Fee for Small Meeting Rooms: \$40 for 2 hours, \$20 each additional hour.

Kitchens

The kitchen adjoining the Community Center can be rented for an additional fee of \$50 per event. Use of kitchenettes is included in the usage fee. All equipment in these spaces must be used in compliance with posted operating instructions. Renters may use refrigerators for food storage during their rental period if space is available. (Refrigerator availability is not guaranteed, depending on what else is going on at the church.) Renters must remove or discard all refreshments upon departure; food and beverages may not be left on counters or in refrigerators.

Building Security

Follen Church requires that our Sexton open and close the facility and oversee outside Users' one-time rentals. Signed members may rent rooms other than the Sanctuary without Sexton services if they agree to take responsibility for setup, oversight, and cleanup, but must hire the Sexton for Sanctuary rentals. (Limited exceptions to this policy are available, at the judgment of the Church Administrator.) The Sexton's fee must be paid directly to him 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, must complete a Building Use Agreement Form, which includes an acknowledgement of liability for harm that might result from activities conducted at the User's event. Active signed 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, and the Sexton's fee is required for all renters, members and non-members alike. For uses other than weddings and memorial services, signed members, and current employees, 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 responsibility applies to all Users alike, regardless of Follen membership.

Individuals interested in reserving space should direct their inquiries about date and space availability to Sarah Garner, Church Administrator, at sarah.garner@follen.org or 781-862-3805, ext. 1005. If space is available when requested, she will fill in a Building Use Agreement form and send it to the User.

The sample Building Use Agreement (pages 4-6) specifies policies for rentals of Follen Church space. The Church Administrator will fill out the Agreement and send it to the renter for signature after the details of a rental have been agreed upon by the renter and administrator, and the rental reservation will be confirmed by return of the signed Agreement. Dates for paying rental fees will be specified on the Agreement. Checks should be made payable to Follen Church and sent (or delivered) to 755 Massachusetts Avenue, Lexington, MA 02420.

Although Follen makes every effort to provide a safe and secure environment in its buildings and on its grounds, outside renters must accept ultimate responsibility for safety at their events. **Renters are urged to use the pedestrian-activated stoplight to cross Massachusetts Avenue.**

As a religious organization whose first obligation is to its members, Follen Church 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.

Cancellation by a Renter: in the event of a cancelled reservation, refunds are available. A full refund is offered for cancellation at least one month prior to rental date and a partial refund for cancellations less than one month before the rental date – negotiable, depending on circumstances.

Inclement weather: for weather-related cancellations, we will make every effort to re-schedule at a mutually agreeable time. If a new date isn't available, a refund will be given.

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SAMPLE Building Use Agreement One-Time Use

Follen Church 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

Phone

Email address

Event Date

Arrival Time

Event Start Time

Departure Time

Beginning & ending times for Sexton to open the building, oversee building use during the event, and secure the building after everyone is gone. Sexton's fee is \$25/hour or partial hour; 3-hour minimum. Please allow for setup and cleanup time; rental fees are calculated from arrival to departure.

Space to be rented (check all that apply)

Anne Smith Room

Marshman Center Meeting Room

Community Center

Marshman Center Classroom 1

Community Center Kitchen

Marshman Center Classroom 2

Chalice Room

Sonin Room (3rd Floor Music Center)

Meeting Room #210

Sanctuary

Meeting Room #213

Space Usage Fee:

Sexton Fee:

Check payable to Follen Church

Cash or check payable to James McFeeley

Date Due:

Date Due:

Terms and Conditions of using space at Follen Church follow on the next two pages. Please read them carefully. Sign and return this Agreement 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 Church Administrator has received a signed copy of this Agreement. Send signed copy to sarah.garner@follen.org or to Follen Church, Attn: Sarah Garner, 755 Massachusetts Ave., Lexington, MA 02420.

Adopted by Follen Church May 2003, Revised May 2014, November 2019

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 upon request). Users must comply with all posted food safety rules. No food may be left on the premises, including in the refrigerators. Proper handling of trash and recycling is expected: put recyclables in designated bins, not in trash cans.

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 Sexton or 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 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 rental using painter's tape, but must be removed upon departure. Nails, tacks, screw hooks, and adhesive tape may not be used.

Insurance and Liability: Follen's insurance does not cover outside users -- neither individuals nor groups -- who are conducting non-church activities on Follen Church property. By signing this Building Use Agreement, outside parties using the building, whether for a fee or not, agree to indemnify and hold harmless Follen Church and its officers, agents, employees, members, and officers from and against any and all liability, action, claim, demand, loss, expense, or damage (including reasonable attorneys' fees) caused by or arising in connection with this rental event. This includes signed members of Follen Church who are renting space for private events.

Alcohol Policy: Follen's insurance company advises that outside Users renting space at Follen provide proof of insurance coverage if they plan to serve alcohol at their event. Renters who choose to serve alcohol will be required to sign an acknowledgement of responsibility for ensuring that alcohol is consumed only by those of legal age and in moderation. Alcohol may not be sold.

Handicapped accessibility: The main building, 755 Massachusetts Ave., is fully accessible by elevator. In the Marshman Center (next door at 763 Mass. Ave.), the first floor meeting room is accessible by a ramp. Access to the Marshman Center second floor classrooms requires climbing a flight of stairs.

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 near the building. No other cars are permitted to park in the driveway alongside the church building. Do not park in the designated minister's spot at any time, and do not park in the designated Fire Lane in front of the Waldorf School next door to Follen. ***Please encourage your attendees to use the pedestrian-activated light to cross Massachusetts Ave.***

Safety: Although Follen makes every effort to provide a safe and secure environment in its buildings and on its grounds, outside renters must accept ultimate responsibility for safety at their events.

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.

Prepared by Follen Church Administrator:

Date:

Renter's Signature(s):

I agree to indemnify and hold harmless Follen Church and its officers, agents, employees, members, and officers from and against any and all liability, action, claim, demand, loss, expense, or damage (including reasonable attorneys' fees) caused by or arising in connection with this rental event.

Signed by Person Responsible for Non-Church Use:

Date:

I plan to serve alcohol at my event (circle one): Yes No

If yes, an additional signature is required:

I will ensure that alcohol is consumed only by those of legal age and in moderation.

Signed by Person Responsible for Non-Church Use:

Date:

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SAMPLE Building Use Agreement Repeated / Continuing Use

Follen Church 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

Phone

Email address

Start Date

End Date

Arrival Time

Departure Time

Renters who use Follen space on an ongoing basis for classes, meetings, or rehearsals are not required to hire the Follen Sexton for their building use, although they may do so if they do not want to handle their own setup and cleanup. Renters will be given an orientation to the building, issued a key or door pass code, and expected to assume responsibility for opening up and securing the building after their use. They must observe the Terms and Conditions specified on the following pages. Rental rates are discounted 20% for repeated / continuing use.

Space to be rented (check all that apply)

Anne Smith Room

Marshman Center Meeting Room

Community Center

Marshman Center Classroom 1

Community Center Kitchen

Marshman Center Classroom 2

Chalice Room

Sonin Room (3rd Floor Music Center)

Meeting Room #210

Sanctuary

Meeting Room #213

Space Usage Fee:

Sexton Fee (if applicable):

Check payable to Follen Church

Cash or check payable to James McFeeley

Date Due:

Date Due:

Terms and Conditions of using space at Follen Church follow on the next two pages. Please read them carefully. Sign and return this Agreement 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 Church Administrator has received a signed copy of this Agreement. Send signed copy to sarah.garner@follen.org or to Follen Church, Attn: Sarah Garner, 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 on the premises, including in the refrigerators. Proper handling of trash and recycling is expected: put recyclables in designated bins, not in trash cans.

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 Sexton or 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 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 rental using painter's tape, but must be removed upon departure. Nails, tacks, screw hooks, and adhesive tape may not be used.

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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 near the building. No other cars are permitted to park in the driveway alongside the church building. Do not park in the designated minister's spot at any time, and do not park in the designated Fire Lane in front of the Waldorf School next door to Follen. ***Please encourage your attendees to use the pedestrian-activated light to cross Massachusetts Ave.***

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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.

Prepared by Follen Church Administrator:

Date:

Renter's Signature(s):

I agree to indemnify and hold harmless Follen Church and its officers, agents, employees, members, and officers from and against any and all liability, action, claim, demand, loss, expense, or damage (including reasonable attorneys' fees) caused by or arising in connection with this rental event.

Signed by Person Responsible for Non-Church Use:

Date: