

First Parish in Needham, Unitarian Universalist Policy Governing External Rentals



The following policies and procedures have been approved by the Parish Committee of the First Parish in Needham (FPN). These policies apply to all parties external to FPN who rent and use FPN spaces for single events. (Long-term rentals are governed by individual lease agreements or memoranda of understandings.) Renters of FPN facilities agree to read and abide by these policies and procedures.

Description of Rooms and Available Facilities

The following locations, shown in Figures 1 and 2, are available for rental by external parties. The Parish's portable tables and chairs may be used in all rooms.

On the Main Floor (Figure 1)

- **Sanctuary** – The Sanctuary is a place of worship. Use of the Sanctuary is restricted to events that are deemed suitable and in keeping with First Parish's covenant and principles as judged by the Minister and President. The pews of the Sanctuary seat approximately 220 when seated 5/section, with an additional 12 seats possible through the use of stacking chairs. The sanctuary is handicap accessible via both doors, and there is space reserved for five wheelchairs. The balcony is generally not available for use. *The Sanctuary is not air-conditioned.* The piano is available for a separate fee, and performers must be approved by the Music Director. The organ is an unusual instrument and can only be used in a rental if the Music Director or designee is hired to play it.
- **Parish Hall** – This room is principally used for meetings, functions including receptions, parties, classes, artistic performances, and the display of art exhibits. Parish Hall is air-conditioned and is slightly over 1800 ft²; the minimum inside dimensions are 28.6' x 61.9'. The floor is solid maple, and there are four large floor-to-ceiling windows. Maximum capacity is 250, but practical capacity depends on use and is generally less. There are ~ 150 stacking chairs available for use by Renters at no additional cost, as well as numerous folding tables (8-foot, 6-foot, and 4-foot). The piano is available for a separate fee; performers must be approved by the Music Director.
- **Pantry** – The Pantry is a serving kitchen only, meaning that any food requiring significant cooking, handling, or other preparation must be prepared off-site. The Pantry is equipped with two 1.5-gallon coffee-makers, a standard household refrigerator, a standard microwave oven, a heavy-duty dishwasher, and a heavy-duty gas stove/oven. For more detail on using the Pantry, see "Policies and Procedures for the Pantry" (p. 8).
- **Conference Room** – The Conference Room is located behind the chancel. The room has a conference table which seats eight. Peripheral seating allows groups of up to 12 to comfortably use the room. The Conference Room is not air-conditioned, and no food is allowed.



Figure 1: Main Level Floor Plan

On the lower level: (Figure 2 – page 3)

- **Parlor** – The Parlor has a sofa, club chairs, a small conference table, and additional seating. Capacity is 49 and there is a single egress. Food may be served if specified and approved in the rental agreement.
- **Classroom # 1 (Youth Room)** – Classroom #1 contains a sofa and large matching chairs, as well as a table and assorted other chairs. Maximum capacity is 16, and there is a single egress.
- **Kitchenette** –This kitchenette may only be used for final preparation and serving of food and/or drink to be consumed in the lower level rooms. There is a microwave and refrigerator; however, refrigerator space is very limited, so Renters must



Figure 2: Lower Level Floor Plan

specifically request use of the refrigerator in the rental agreement. Utensils and other items in this area belong to First Parish or long-term tenants and may not be used. Do not leave your food in the refrigerator after your event.

- **Classroom # 2** (Music room) – Capacity is 23. There are chairs and a baby grand piano.
- **Classroom # 4** (Nursery) – The Nursery is air-conditioned and filled with items necessary for the care of infants and young children. Capacity is 11 and there is a single egress.

The other classrooms on the lower level are not available for rent.

General Rules for All Facilities Use

1. **Suitability of use:** Use of the Parish facilities is restricted to activities deemed suitable to the building and consistent with the policies and principles of the First Parish in Needham, as designated by the Parish Committee. Use of the Sanctuary must be approved by the Parish President and Minister. For all other rentals, the First Parish Administrator is empowered to decide whether the proposed use is consistent with Parish principles. If there is a question, the Administrator will contact the President of the Parish or the Minister for guidance.
2. **Event Facilitator and Wedding Coordinator (if applicable):** Most external rentals require a paid, Parish-appointed Event Facilitator. In addition, weddings require a second Event Facilitator in the form of a paid, Parish-appointed Wedding Coordinator. The Event Facilitator(s) will unlock and lock doors before and after an event, and will be at First Parish during the entire rental period to handle problems that require knowledge of the building (e.g., location of electrical panel, operation of kitchen appliances, fire alarm, clogged toilets, sound system, lights and trash). After the event, the Event Facilitator(s) will monitor break-down and Renter's clean-up, inspect, and sign the Check-out & Release Form. The Event Facilitator(s) must also be onsite during and paid for rehearsals. (This is covered in the Wedding Coordinator's fee). The Event Facilitator(s) will also provide access for florists, caterers, deliveries, etc. See the Facilities Rental Form for the Event Facilitator rate. The Event Facilitator and Wedding Coordinator will be arranged by the First Parish Administrator. *Use of, and payment to the Event Facilitator(s) is non-negotiable.*
3. **Event Parking:** Parking on First Parish property is extremely limited. Fortunately, there are several public parking options, however, Town of Needham parking restrictions apply. For example, parking in the Lincoln Street lot adjacent to First Parish is limited to two hours on weekdays. There is some unrestricted free parking behind 60 Dedham Ave. (across Dedham Ave. from First Parish.) Please consult with the Parish Administrator if you have questions about parking.
4. **Scheduling:** The First Parish Administrator keeps the official Parish schedule and will confirm whether there is an open date and time for a proposed event. In the event of an unforeseen conflicting event (e.g., a memorial service), the Parish will make every effort to find a solution that works for both parties, but if no such arrangement can be made, the parish's use shall prevail and all payments shall be returned to the Renter.
5. **Advance planning of weddings and other large events:** To avoid disappointment and/or misunderstanding, it is imperative that the Renter discuss plans for decorations, service of food and alcohol, etc., with the Event Facilitator or Wedding Coordinator as soon as possible. Final plans should be set at least two weeks prior to the event and should include a detailed sketch of plans for furniture and decorations.
6. **Set-up:** Set-up and break-down must happen within the specified time for the rental.
7. **Furniture:** Please check with the Event Facilitator before moving any furniture or bringing in any furniture from the outside (e.g., rented cocktail tables for Parish Hall). Whenever possible, furniture should be carried, not slid, across the floor. Hymnals may not be removed from the pews unless Renter agrees to do the work and return them after the event.
8. **Decorations**
 - **Hanging decorations:** Decorations may be hung either on free-standing easels or using blue masking tape on painted walls; First Parish supplies blue masking tape. No other

types of tape or adhesives and no tacks, nails, or screws may be used on the walls. Nothing should be hung from or attached to any light or fire control fixtures.

- **Candles and the use of flame:** Open flames are permitted only in the form of lit candles or chalices on the chancel in the Sanctuary. All candles elsewhere in the building, including in the Sanctuary windows, must either be electric or unlit. Incense and smudge are not permitted.
 - **Scattered items** such as confetti, rice, flower petals, sawdust, etc., require prior approval and the Renter must agree to clean up such items. Use of a runner (supplied by the renter) may be required.
 - **First Parish decorations** may only be removed with the permission of the Event Facilitator.
9. **Short-term storage:** Storage space for Renters is exceedingly limited. Items related to the event may only be stored in space approved by an Event Facilitator or the Parish Administrator, unless other arrangements have been made in writing. No items may be stored outside of storage areas.
10. **Food:** The pantry is only for short-term storage and final preparation (unwrapping, reheating, slicing, etc.) of food. All functions where a significant amount of food will be served require a **Temporary Food Establishment (TFE) Permit** from the Town of Needham (781-455-7500, ext. 511). Permits cost \$30 per event and the application form can be downloaded at <http://www.needhamma.gov>. A copy of the permit must be presented to the parish office prior to your event. If in doubt about whether a TFE permit is required, check with the Event Facilitator or Parish Administrator. Renters wishing to serve food may either:
- **Use a hired caterer**, in which case the caterer must apply for a TFE Permit at least 1 week prior to planned function. The form can be downloaded at <http://www.needhamma.gov/DocumentCenter/View/14191>
 - Bring in their own prepared or store-bought ready-made food. Renters providing their own food must apply for a TFE Permit at least 1 week prior to planned function.
- For large events, the Damage Deposit will be larger if a caterer is not used.
11. **Alcohol:** The Parish allows the serving of beer and wine only, however, each event requires approval by the President of First Parish and a bartender must be hired. No fee may be charged for wine or beer, and alcohol must not be served to or by minors. When alcohol is served, attractive non-alcoholic alternatives must also be available. Approval for serving of beer and wine may be obtained through the First Parish Administrator. If approval is given, Renter must provide to the Administrator proof of all necessary licenses and permits.
12. **Smoking:** Smoking is absolutely prohibited in the First Parish buildings. All persons smoking outside the building are responsible for appropriate disposal of all smoking material. An ash receptacle is located by the back door.
13. **Behavior of guests:** The individual or organization securing the facilities is responsible for the behavior of all attendees. In the event of a disturbance, the Event Facilitator may contact the police without the consent of the Renter.
14. **Children:** First Parish strongly recommends that Renters provide babysitters for children under the age of 10; we have a nursery for small children. Alternatively, children must be supervised by parents at all times.

15. **Playground:** The small playground behind the building may not be used by the Renter or guests. Green's Field, a public park with a large playground, is nearby. The Event Facilitator can provide directions.
16. **Animals:** With the exception of service animals, live animals are not allowed in the building.
17. **Rental limited to contracted space:** The Renter is responsible for ensuring that only the rooms reserved are used during the event. Use of any room or space that is not specified in the Rental Agreement may result in forfeiture of the Damage Deposit and /or additional charges up to the full rental cost of the rooms in question. This policy will be rigorously enforced with the pantry and kitchenette.
18. **Trash:** After the event, the Renter is responsible picking up all trash in the building and on the grounds that was generated by the event. Renters who wish to use the dumpster must pay the Dumpster Fee specified in the Event Rental Form. Renters who do not pay the Dumpster Fee agree to remove from the premises all trash generated by their event upon departure. Trash left on the property may result in loss of some or all of the Damage Deposit.
19. **Recyclables:** First Parish strongly encourages recycling, and we provide receptacles and bags to facilitate recycling. Renters who choose to recycle are responsible for removing all recyclable items upon departure. Recyclables left on the property may result in loss of some or all of the Damage Deposit.
20. **Clean-up and check-out:** All items (decorations, food, etc), including trash and recyclables, must be removed by the end of the contracted time period. Portable tables and chairs belonging to First Parish and set up by the Renter must be stacked and stored properly, as directed by the Event Facilitator(s). Other furniture must be restored to the position it was found in. Third-party rental item pickup must be arranged through the Parish Office for a later pick-up date. The Renter will complete clean-up required for specific room as described in the following sections. The Event Facilitator will conduct a final inspection of the rented facilities and complete the Check-out and Release Form. The Renter must sign the Check-out and Form before leaving the property. Failure to do so may result in loss of some or all of the Damage Deposit.
21. **Repair of damages:** Repair of damage to property as determined by the Parish shall be charged to the Renter. This will include damage to walls and windows resulting from the use of thumbtacks, nails, tape or other such items or adhesives.
22. **Liability:** First Parish in Needham, Unitarian Universalist, and its employees (including the Event Facilitator(s)) and officers shall not be responsible or liable for loss or damages by reason of theft, fire, or other cause.
23. **Contractors' proof of insurance:** First Parish in Needham requires proof of general liability insurance (including worker's compensation insurance certificates) from any caterers or other service contractors hired by the Renter for the event.
24. **Services of First Parish clergy and Music Director:** Fees for services of First Parish clergy and the Music Director (or other musicians who are members of First Parish) must be negotiated directly with, and paid directly to, those individuals.
25. **Approval of outside clergy and musicians:** The Minister of the First Parish must pre-approve all external clergy and musicians participating in rites of passage services.

Policies and Procedures for the Sanctuary

To protect and preserve the integrity of the Sanctuary, First Parish has established the following guidelines for Sanctuary use:

- No food or beverages are allowed in the Sanctuary.
- Rental includes use of the house sound system and the projection screen. Use of the sound system should be discussed with a First Parish representative at least two weeks before the event. Any adjustments to the house sound system should be made by Event Facilitator.
- Portable stages, sound and projection equipment, sets and lighting, kept to a minimum, may be added to the Sanctuary for an artistic performance under the following conditions:
 - A complete description is submitted and approved prior to set-up.
 - Any such items must not mar the finish of Sanctuary walls, floors or ceiling. No nails, screws or other devices may be used to affix structures or equipment to the Sanctuary.
 - The Event Facilitator must approve and supervise any changes to the arrangement of furniture in the Sanctuary. Permanent Sanctuary fixtures, particularly the pulpit and pews, shall not be moved without prior approval by the First Parish Administrator and Minister.
- The light switches in the Sanctuary provide several preset lighting options, which the Event Facilitator will explain to the Renter. Any changes to the preset options must be made by the Event Facilitator.
- Any changes to the thermostat must be made by the Event Facilitator.
- After the event, all sets, equipment and lighting additions must be removed and the Sanctuary must be returned to original state before departure.
- The balcony is not available for public use. Exceptions may be made for hired professionals (e.g., musicians or photographers).
- **Scattered items** such as confetti, rice, flower petals, sawdust, etc., require prior approval and the Renter must agree to clean up such items. Use of a runner (supplied by the renter) may be required.
- The Paul Revere Bell is generally not available for public use.
- **Clean-up:** Renter and/or Caterer are responsible for clean-up as outlined on the **Check-out and Release Form**.

Policies and Procedures for the Parish Hall

First Parish has established the following guidelines for use of Parish Hall:

- No food or beverages are allowed in Parish Hall without prior approval.
- Use of First Parish's portable tables and ~150 stacking chairs is complementary. Set up and take down may be done either by the Renter or by personnel hired by First Parish for a fee specified on the Rental Agreement Form. The Renter is required to take down all chairs and tables that he or she originally set up and return items to storage closet.
- The light switches in Parish Hall provide several preset lighting options, which the Event Facilitator will explain to the Renter. Any changes to the preset options must be made by the Event Facilitator.
- Any changes to the thermostat must be made by the Event Facilitator.
- Use of the large, antique table in Parish Hall is included in the rental, and the Renter is responsible for any damage. If food is to be served from the table, Renter must use a tablecloth (First Parish provides a basic tablecloth) and use trivets for all hot items. The table may not be removed from Parish Hall.
- The piano is available for an additional fee and requires approval of the music director.
- Portable stages, sound and projection equipment, sets and lighting, kept to a minimum, may be set up in Parish Hall for an artistic performance under the following conditions:
 - A complete description is submitted and approved prior to set-up.
 - Any such items must not mar the finish of the walls, floors or ceiling. No nails, screws or other devices may be used to affix structures or equipment to the walls.
 - All sets, equipment and lighting additions must be removed and Parish Hall must be returned to original state before departure.
- Closet doors should remain closed during the event. Before and after the event, the closets between the two main doors may be opened for purposes of removing/returning tables, chairs and cleaning equipment.
- **Clean-up:** Renter and/or Caterer are responsible for clean-up as outlined on the **Check-out and Release Form**.

Policies and Procedures for the Pantry / Service of Food

As noted on p. 5, all functions where food and/or alcohol are served require the appropriate permits from the Town of Needham. The pantry is only for short-term storage and final preparation (unwrapping, reheating, slicing, plating, etc.) of food. First Parish has established the following guidelines for use of the Pantry:

- Appliances may only be used under the supervision of the Event Facilitator. For the **refrigerator**:
 - Do not remove First Parish items. If you need more space, speak to the Event Facilitator.
 - If you need to store items in the refrigerator prior to the day of the event, please coordinate with Event Facilitator.
 - Do not reset the temperature. If there is an issue speak to the Event Facilitator.
 - Please remove all your items at the end of your event
- For the **dishwasher**:
 - Follow the provided instructions
 - The dishwasher automatically dispenses soap. Do NOT attempt to add soap to the reservoir, as the soap is very caustic. If there is an issue, speak to the Event Facilitator.
- First Parish's dinnerware, silverware, and glassware are not available for use by Renters.
- First Parish's paper plates, plasticware, and other consumable supplies found in the closets are not available for use by Renters.
- Other utensils may be used with the permission of the Event Facilitator.
- First Parish provides:
 - Garbage bags
 - Light brush, sponge, dishrag, and dishsoap
 - Dish towels
 - Paper towels (2 rolls max)
 - Gloves for all those handling food.
- **Clean-up:** Renter and/or Caterer are responsible for clean-up as outlined on the **Check-out and Release Form**.
- The Event Facilitator will supervise clean-up, conduct final inspection, and complete the Check-out and Release Form with the Renter or their designated agent.

Rates, Fees, and Terms

Room rental rates, Event Facilitator fees, and other charges are specified on the Facilities Rental Form. Use of rooms that have not been rented may result in forfeiture of the Damage Deposit and /or additional charges up to the full rental rate for the unleased room.

- **Minimal rental time:** Each room has a specified minimum rental time. Hourly extensions may be prorated thereafter. Set-up and clean-up must be completed within the contracted block of time. Wedding rehearsals do not require a separate rental payment for the Sanctuary; however, an Event Facilitator must be retained for a minimum of 2 hours for the rehearsal.
- **Services of the Minister and Music Director:** See the *Rental Form for Weddings*.
- **Schedule of Payments:** At least 50 percent of the total rental fee is due upon signing the Agreement, with the remainder due at least 30 days prior to the date of the rental. In addition, the Damage Deposit (see below) is due upon signing of the Agreement. All checks should be made out to “First Parish in Needham.”
- **Cancellation:** Payments toward the rental fee will be returned in full if cancellation occurs more than 30 days prior to event. If cancellation occurs within 30 days of the event, 50% of the rental fee will be forfeited to First Parish as cancellation fee. If a replacement event occurs, the cancellation fee will be reduced to \$25.
- **Non-Payment:** Failure to pay the Parish according to the payment schedule agreed upon will result in cancellation of the event and retention of all deposited funds.
- **Damage Deposit:** A Damage Deposit must be submitted upon signing the Agreement. For rentals of the Sanctuary or Parish Hall the Damage Deposit can range from \$100 to \$1,000 depending on such factors as the nature and size of the event, whether food and/or alcohol are being served, whether caterers and other service providers are being used, whether both rooms are being used. The use of a caterer and other service providers will result in a smaller Damage Deposit. The minimum Damage Deposit for a large event is \$500. For all other rooms the amount of the Damage Deposit is the lesser of the Rental Fee or \$100. The Damage Deposit will be returned if no damage has occurred or if the rental is cancelled. If any damage to the physical space or equipment of the Parish occurs during the rental, the individual or organization using the space is fully responsible for immediately notifying the Event Facilitator. Failure to do so will result in immediate cancellation of any previously arranged agreement and retention by the Parish of the Damage Deposit and any other funds on deposit if such additional funds are required to repair the damage. All repairs will be coordinated by First Parish, and if the cost of repairs exceeds the Damage Deposit, the Renter will be billed for those costs.
- **Exceptions and Waivers:** Exceptions, modifications, and waivers of fees or deposits must be requested through the First Parish Administrator and may be granted by the Administrator, the Minister, or the President, or referred to the Parish Committee at their discretion. Such consideration is generally given to events benefiting First Parish or the larger community.