

## Terms of Use

The person who signs the request form is responsible for ensuring that the following conditions are met:

- Please enforce the no smoking rule in and around the building.
- Please see that no food is brought into the sanctuary. All persons using the kitchen facilities must comply, per order of the city health department, with all posted food safety rules. Unfortunately, no storage is available for personal property, supplies, food, etc.
- Beer and wine are permitted in the building. Please no hard liquor.
- Before you leave, please ensure that all furniture/equipment is restored to its original location, that the lights are turned off, and the doors locked.
- Any damage, regardless of how minor, must be reported to the office. The person who signed the Building Use Form bears the cost of repair.
- Office equipment is available to eligible First Parish members only.
- Please supervise children at all times for their own safety. The community counts on guests who rent the space to treat the church building and properties with respect and to leave them clean and in order.

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

- 3 months prior to use - Full refund
- Less than 3 months to 1 month - 50 percent
- Less than 1 month - No refund