

Facility Use

United Church of Christ, Congregational, Boxborough

Effective Date: October 20, 2022

Supersedes Date: August 18, 2016

1 Purpose

Our ministry in the community includes welcoming people to the Church's buildings and grounds, not only for Church-sponsored events, but also for non-Church use. This document defines the requirements to be met for reserving, using, and safeguarding Church facilities.

2 Definitions

Church facilities include one or more of the following: Sanctuary, Gathering Room, Pipe Room, Lobby, First Floor Conference Room, Community Center, Church parking lot, and Church front and side lawns and farmer's porch.

A *Hold Harmless Agreement* is a document that absolves the Church of all liability for any injury or loss of any kind to any person while on the Church's property for a non-Church function, except in the case of gross negligence or willful misconduct by the Church's agents or employees. The user group agrees to look to its own resources and/or insurance should a claim be made.

3 Policy

For any individual or group to be permitted use of the Church's facilities, the following requirements must be met:

- The requesting individual or group is supportive of the community
- One person is identified as the individual responsible for the group and for all communication with the Church about the use of Church facilities
- There is available and appropriate room at the Church for the activity
- Outside groups and activities do not unduly interfere with Church staff or activities, which take precedence over non-Church functions
- The group agrees to respect the mission of UCCB, and refrain from doing or saying anything that would disparage that mission.

If these criteria are met, the Administrative Assistant is authorized to give an individual or group permission to meet. If there is a question as to the appropriateness of a particular usage, a rental rate, or an exception to church policy, the Administrative Assistant will consult with the Moderator or the Pastor.

4 Procedures

Information about using the Church's buildings and grounds, and the means for managing this use for both Church and non-Church events, are provided in a collection of documents and forms which are included in Section 6 of this document.

4.1 Facilities Available for Use

The Facilities Available for Use (section 6.1) lists the various interior and exterior spaces of the Church facility that are available for use, both for Church-related functions and non-Church events. Each space is described, its maximum capacity is included, and the extent of its accessibility is noted. Any limitations on its use are also provided. Note that the Sanctuary is never available for meetings regarding partisan political causes or candidates.

4.2 Facility Rental Fees

The Facility Rental Fees (section 6.2) refers to the current fees for use of the various interior and exterior spaces available. For each space, there is one hourly rental rate for Church members and non-profit groups outside the Church, and a second hourly rate for individuals who are not members of the Congregation and for for-profit groups outside the Church.

4.3 Facility Reservation Form

The Facility Reservation Form (section 6.3) is used by individuals or groups outside the Church to reserve interior or exterior space at the Church. The Form documents the purpose of the facility use, date and time of the event, total attendance expected, and whether a key to the building will be required. The form also identifies a Liaison/Contact person who is responsible for all communication with the Church about the associated use of Church facilities. The Liaison/Contact Person signs the Facility Reservation Form and is responsible for oversight of the event, payment of all fees, and reimbursement for any damage that occurs.

A Certificate of Liability Insurance may be required for activities planned by non-Church groups using Church buildings or grounds. In every case a duly authorized officer or representative of the group or business must sign the Church's Hold Harmless agreement.

Availability of the space requested is determined by the Church Administrative Assistant following receipt of the completed Facility Reservation Form. After space availability is confirmed, the Liaison/Contact Person must provide a nonrefundable deposit made payable to the Church in the amount specified by the Church Administrative Assistant

and a Certificate of Insurance (or Hold Harmless Agreement) to complete the reservation of the space requested.

4.4 Facility Reservation Form for Church Events

The Facility Reservation Form for Church Events (section 6.4) is used to reserve space for any Church-related event to be held in the Church buildings or on Church grounds. The Form documents the purpose of the facility use, date and time of the event, total attendance expected, and whether a key to the building will be required. The form also identifies the person responsible for the event.

Approval of the space request is communicated to the person responsible for the event by the Church Administrative Assistant once space availability is confirmed. There is no fee for the use of Church facilities for Church-related events.

4.5 Wedding Information

The Wedding Information (section 6.5) gives detailed information regarding the specific use of the Church facility for weddings. The document summarizes the process, expectations, and facility requirements for weddings conducted in the Church.

4.6 Facility Key Form

The Facility Key Form (section 6.6) is used by the Church Administrative Assistant to keep track of who has keys to the Church buildings and for what purpose. The form also provides for a fee to replace keys that are lost, and other related expenses.

4.7 Facility Use Requirements and Information

The Facility Use Requirements and Information (section 6.7) details the standards that various users and groups must adhere to when using Church facilities. This comprehensive list of requirements is used to ensure that Church expectations for appropriate use of Church buildings and grounds are communicated to all users.

4.8 Facility Departure Checklist

The Facility Departure Checklist (section 6.8) itemizes the tasks that must be completed after a meeting or event using the Church buildings or grounds. The list of tasks ensures that the space used is returned to its original condition.

5 Amendments to this Document

Amendments to this document can be proposed at any regularly scheduled Council meeting and approved by a simple majority at the next Council meeting.

6 Documents and Forms

Changes to any of the documents and forms in Section 6 do not constitute changes to the Facility Use policy.

6.1 Facilities Available for Use

COMMUNITY CENTER: This is the separate building behind the Church building that houses the Boxborough Community Center weekdays between 8:00 AM and 5:00 PM. The capacity of this space is 65 people. The main floor is accessible by ramp or stairs. Please note that the Community Center is not available for use/rent when the Boxborough Council on Aging is in operation. Kitchen facilities include oven, range, refrigerator, sink, and microwave oven.

GATHERING ROOM: This is the large meeting room on the second floor of the Church building directly across from the Sanctuary. The capacity of this room is 82 people. The Gathering Room is accessible by elevator or stairs. Kitchenette facilities include sink and microwave oven.

SANCTUARY: The Sanctuary is located on the second floor of the Church building. The Sanctuary seats 165 people with an additional 12 people in the choir area. It is accessible by elevator or stairs. The Sanctuary is not available for meetings regarding partisan political causes or candidates.

PIPE ROOM: This is the small room directly off of the Gathering Room on the second floor of the Church building. The capacity of this room is 10 people. It is accessible by elevator or stairs.

FIRST FLOOR CONFERENCE ROOM: The First Floor Conference Room is located on the first floor of the Church building. This room can seat approximately 10 people.

LOBBY: The Lobby is located on the first floor of the Church building. This room can seat approximately 20 people. Kitchenette facilities include sink and microwave oven.

PARKING LOT: The sole use/rent of the Church parking lot is available by exception only.

CHURCH LAWN AND FARMER'S PORCH: The sole use/rent of the Church lawn and farmer's porch is available by exception only.

6.2 Facility Rental Fees

Information regarding facility rental fees is available on the Facility Rental Fees form, which is available from the Church Administrative Assistant.

6.3 Facility Reservation Form

This form must be completed in advance to reserve interior and/or exterior space at the United Church of Christ, Boxborough (UCCB). The Liaison/Contact Person who signs this form will be responsible for oversight of the event and be held liable for payment of all fees and the cost of any damage that occurs.

Availability of facility space will be determined by the Church Administrative Assistant following receipt of the completed Facility Reservation Form. After space availability is confirmed, the Liaison/Contact Person must provide a \$50.00 nonrefundable deposit made payable to the Church, provide a Certificate of Insurance (if applicable), and have a duly authorized officer or representative agree to all facility rules and execute the Hold Harmless agreement to reserve the facilities requested.

Event Information:

Requested Reservation Date(s): (Month, Day, Year)	
Event/Meeting Name:	
Description of Event:	
Organization Name:	
Start Time of Set-up:	
Finish Time of Clean-up:	
Total Number of Adults:	
Total Number of Children:	

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Liaison/Contact for Event:

Name:	
Phone:	
Address:	
Email:	

Will you require a temporary key?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Space(s) Requested (Please check all that apply):

Community Center	<input type="checkbox"/>	Parking Lot	<input type="checkbox"/>
Gathering Room	<input type="checkbox"/>	Pipe Room	<input type="checkbox"/>
Church Lawn/Farmer's Porch	<input type="checkbox"/>	Sanctuary	<input type="checkbox"/>
First Floor Conference Room	<input type="checkbox"/>		<input type="checkbox"/>

Hold Harmless agreement:

For and in consideration of the right to use a portion of the premises of the United Church of Christ, Congregational, Boxborough and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, User hereby agrees to indemnify and save harmless the United Church of Christ, Congregational, Boxborough and its agents, servants and employees against any and all injury, loss, damage or liability of whatever nature arising out of the use of the premises of the United Church of Christ, Congregational, Boxborough by User, no matter how caused, provided that such indemnity shall not apply to any injury, loss, damage or liability arising solely from the gross negligence or willful misconduct of the United Church of Christ, Congregational, Boxborough or its agents, servants and employees. This indemnity shall include indemnity against all costs, expenses and liabilities, including without limitation reasonable attorneys' fees and other costs, incurred in connection with any injury loss, damage or claim or proceeding brought thereon or the defense thereof.

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The undersigned represents that he or she is duly authorized to execute this Indemnity on behalf of the User.

I have read, understood, and will comply with the rules regarding use of the facilities at UCCB, and I will ensure that these rules are communicated to and complied with by all individuals attending activities at above requested event or providing services to guests at this event.

Name of Organization: _____

Name of Representative (please print): _____

Signature: _____ Date: _____

(Electronic signature will constitute agreement)

Title within Organization: _____

*Please return by mail or email to:
Administrative Assistant
United Church of Christ, Congregational, Boxborough
723 Massachusetts Avenue, Boxborough, MA 01719
Email: boxborochurch@verizon.net*

6.4 Facility Reservation Form for Church Events

Please complete this form to reserve space for any church-related event to be held in the Church buildings or on Church grounds. Return the form to the Church Administrative Assistant. Submission of the form does not constitute approval of the facility request. You will be contacted by the Church Administrative Assistant once space availability is confirmed. There is no fee for the use of Church facilities for Church-related events.

Cleanup & Furniture:

The person requesting use of Church facilities is solely responsible for set up and cleanup for the event. Please leave the space in the same condition as you found it. If you utilize any furniture (tables/chairs) please see they are returned to the location where you found them.

Your event will be posted on the UCCB Website Calendar with the information provided.

Requested Reservation Date(s)	
Event Name	
Event Start and Finish Times	
Start Time of Set-up	
Finish Time of Clean-up	
Ministry Team if Applicable	
Total Number of Attendees	

Responsible Individual for Event:

Name:	
Phone:	
Address:	
Email:	

Will you require a temporary key?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Space(s) Requested (Please check all that apply):

Sanctuary	<input type="checkbox"/>	First Floor Conference Room	<input type="checkbox"/>
Gathering Room	<input type="checkbox"/>	Community Center	<input type="checkbox"/>
Pipe Room	<input type="checkbox"/>	Church Parking Lot	<input type="checkbox"/>
Lobby	<input type="checkbox"/>	Church Lawn/Farmer's Porch	<input type="checkbox"/>

Please return by mail or email to:

*Administrative Assistant
United Church of Christ, Congregational, Boxborough
723 Massachusetts Avenue, Boxborough, MA 01719
Email: boxborochurch@verizon.net*

6.5 Wedding Information

Wedding Ceremonies: The UCCB Sanctuary is available for rent for wedding ceremonies. This document provides basic information on weddings at UCCB; please contact the Pastor for additional details about premarital counseling and the ceremony itself.

Date, Deposit and Fees: Contact the Church Administrative Assistant to reserve a date and time for your ceremony and any rehearsal. The Church Administrative Assistant will also provide you with a schedule of fees. \$100 non-refundable deposit toward the sanctuary fee is necessary to hold your date. All other fees are due at least one month before the wedding, or payment must be made by money order.

Officiant: The Pastor of UCCB typically officiates at all services in our sanctuary if they are available. If you would like to have a celebrant other than our Pastor, please discuss that with the Pastor; it is at their discretion. Their contact information and fees can be provided by the Church Administrative Assistant.

Musician: The Church Musician, who plays both organ and piano, has the “right of first refusal” for all services at UCCB. Their contact information and fees can be provided by the Church Administrative Assistant. The Musician typically does not attend wedding rehearsals.

Sexton: A wedding Sexton is assigned by the Church Administrative Assistant and attends the rehearsal as well as the ceremony. They are responsible for opening and closing buildings, turning on lights and heat, facilitating the ceremony, supporting the Pastor, etc. If someone other than the Pastor of UCCB is celebrating your wedding, the Sexton is the official Church representative for answering questions and upholding policies. The Sexton’s fee can be provided by the Church Administrative Assistant.

Decorations: You are welcome to place candles and / or flowers on the altar table. Unity candles and holders are welcome; please provide your own. You can use any florist you like, or we can recommend a florist familiar with the Church. Please do not include the throwing of rice or paper / plastic confetti in your wedding. You may use birdseed or bubbles, but only outside. Any decorations you bring must be taken with you after the ceremony or they will be disposed of.

Capacity and Accessibility: There are approximately 165 chairs in the Congregation section of the sanctuary. Fully accessible areas in the Church include the sanctuary, bathrooms, and altar. There is a step up to the pulpit and lectern.

Sound: The sanctuary sound system is not available for weddings because it requires the presence of one of our trained operators.

If your plans undergo any changes, please let the Church Administrative Assistant know immediately.

6.6 Facility Key Form

I hereby acknowledge receipt of _____ key(s) to Church building(s).

I agree to surrender all Church keys to the Church Administrative Assistant upon completion of my use of Church facilities, my employment at the Church, or my term on a Church committee or ministry team.

I also agree immediately to surrender any key in the event that it is lent to an unauthorized user or the Church facility is left unlocked.

In the event that keys are not returned, I agree to pay the Church \$5.00 per key.

Date: _____

Name: _____

Address: _____

Telephone: _____

Organization/Purpose of Key Use: _____

OFFICE USE ONLY

Key Type: UCCB Key Community Center Key
Date Key(s) Returned: _____

6.7 Facility Use Requirements and Information

Use of Church buildings and/or grounds is subject to the following requirements:

Contact Person: A Liaison/Contact Person is required for any group or event using Church facilities. The Contact Person will assume all responsibility for the group/event and all communication with the Church associated with the use of Church facilities.

Attendee Code of Conduct: All attendees/groups shall conduct themselves in a responsible manner. Minors under 18 years of age must be supervised at all times by a responsible adult.

Fees: The rental fee will be communicated by the Church Administrative Assistant upon receipt of a Facilities Reservation Form. **A nonrefundable deposit of \$50.00 is required to secure the space.** Payments should be sent to the Church, payable to United Church of Christ Boxborough. Until the deposit is received, the space is not reserved. **The remainder, if any, of the rental fee is due 30 days before the planned facility use.** The Contact Person shall be liable for all rental fees and any damages.

Certificate of Insurance: A Certificate of Liability Insurance may be required.

Fire Regulations: All aisles and exits must be kept clear at all times. Use of lighted candles is prohibited, except as allowed in Section 6.5 Wedding Information or except by express written permission of the Church Administrative Assistant. Non-flammable decorations may be used, but may not be attached to Church property with nails, thumbtacks, or tape. All room capacity limits specified in Section 6.1 Facilities Available for Use must be strictly adhered to.

Smoking is not permitted in Church buildings or on Church property.

Alcohol is permitted in Church buildings or on Church property as per UCCB Policy on Serving of Alcoholic Beverages.

Storage: No storage space on Church property shall be provided for outside groups without the prior written approval of the Church Administrative Assistant.

Set-up and Clean-up: The Contact Person is responsible for set-up and clean-up for all Church facility use. Nothing shall be affixed to the walls, windows, curtains for doorways without the prior written approval of the Church Administrative Assistant. Clean-up will not be considered finished until all items on the Facility Departure Checklist have been completed.

Doors, Windows and Lights: Prior to vacating the building, please close and lock any windows you may have opened and turn off the lights in the room(s) you have been using. Close all doors with crash bars and lock exterior doors.

Trash: Do not leave ANY trash in the facility. All trash (including bathroom trash) must be bagged and deposited in the trash bin in the shed in the Church parking lot. Make sure that the bin cover is closed after the trash is placed inside. Reline the trash cans after the trash is removed. The code for the shed is 7387.

Recycling: The Church uses single-stream recycling for bottles/cans, plastic, cardboard and paper. Please rinse out all containers and deposit recyclables in the designated recycling bin located in the shed in the Church parking lot. The code for the shed is 7387.

Furniture and Equipment: Any special requests regarding the use of tables and chairs must be made when the Facility Reservation Form is submitted. No equipment or furniture shall be moved from one room to another without the prior written approval of the Church Administrative Assistant. Church property cannot be borrowed for use away from the Church facilities without prior written permission from the Church Administrative Assistant.

Pianos and Organ: Use of the organ must be approved by the Church organist. A piano in a rented room may be used, but not moved to or from any other room.

Accessibility: The majority of the church facility is fully accessible. For specific details please contact the church office. Handicap parking designation is available and must be observed.

Publicity: Publicity may include the United Church of Christ, Boxborough name and address as a means of locating the Church facilities.

Emergency Contacts: Emergency contacts' names will be provided by the Church Administrative Assistant at the time the church key is provided to the individual responsible for the event. In case of emergency when the Church Office is closed, please contact one of these individuals.

6.8 Facility Departure Checklist

- 1) Close and lock all windows.
- 2) Check water faucets in the Community Center kitchen, Gathering Room sink, Lobby sink, and bathrooms to ensure they are completely turned off.
- 3) Do not leave ANY trash in the facility.
 - The Church uses single-stream recycling for bottles/cans, plastic, cardboard and paper. Please rinse out all containers and deposit recyclables in the designated recycling bin located in the shed in the Church parking lot. The code for the shed is 7387.
 - All other trash (including bathroom trash) must be bagged and deposited in the trash bin in the dumpster area in the Church parking lot. Make sure that the bin cover is closed after the trash is placed inside.
 - Reline the trash cans after the trash is removed.
- 4) Return all chairs, tables and all other items to the location found.
- 5) Community Center kitchen, Gathering Room kitchenette, and Lobby kitchenette
 - Clean and return all kitchen equipment used
 - Clean counters and work surfaces
 - Sweep Community Center kitchen floor and mop if necessary
 - Remove leftover food from the refrigerators and/or freezer
- 6) Sweep floors and return them to their original condition.
- 7) Turn heat down to 55 degrees.

NOTE: Thermostat heat should never be turned above 68 degrees, and the air conditioning should never be set below 74 degrees.
- 8) Turn off all lights, including those in the kitchen and restrooms.
- 9) Close all doors that have crash bars and lock all exterior doors.
- 10) Return key to Church office if appropriate.

Cleaning Supplies:

Community Center - Cleaning supplies can be found in the janitorial closet next to the rest rooms and in the kitchen cabinets.

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Church Building – Cleaning supplies can be found in the janitorial closet in the First Floor Conference Room, and under the Lobby and Gathering Room sinks.

Please report any damage to or trouble with equipment/facilities to the Church Office (978-263-7387 or boxborochurch@verizon.net) immediately so that corrective action can be taken.