

Harvard Unitarian Universalist Church

BUILDING USE GUIDELINES FOR NON-CHURCH EVENTS

Revisions to Rental Rates Made 6-20-2006

The Harvard Unitarian Church is pleased to offer to the larger community the use of our Sanctuary and Fellowship Building Monday through Saturday (Saturday events must end by 5:00 p.m.) The buildings are not generally available for use on Sundays for non-church events. Requests for non-church use of the buildings on Sundays may be directed to the Board, through the Building Use Manager.

The following spaces are available for rent:

SANCTUARY

Our handicapped-accessible church, which overlooks the historic Harvard Common, seats up to 150 people in a gracious space with superb acoustics. Rental fees include use of a small kitchen, a professional sound system, piano, harpsichord, and/or organ if desired. Rental fees do not include the services of the minister nor of the organist, which, if desired, must be arranged separately.

The church office and office equipment are not available for non-church events.

Alcoholic beverages may not be served or consumed within the church building or on the surrounding grounds.

The Sanctuary is only available for uses in keeping with the religious nature of this space, for example weddings, commitment ceremonies and memorial/funeral services, concerts, lectures, and storytelling. Selling of merchandise is not allowed in the Sanctuary; sales in the front foyer are restricted to performance-related items such as, but not limited to tapes, CD's, and books.

FELLOWSHIP BUILDING

Our Fellowship Building located just off the Harvard Common, offers parking and two separate meeting spaces (the Parlor and the Main Hall) accommodating up to 140 people. All Fellowship Building rentals include use of our large, well-equipped kitchen and our TV and VCR, if desired. We welcome guests to serve coffee and desert in any of our rental rooms. Full meals may be served in the Main Hall. The Main Hall also offers a large space suitable for exercise or other classes. Renters are welcome to use our extra tables and chairs, should they desire.

Fellowship Building classrooms and grounds are not available for non-church events.

Our building is located in a quiet, residential neighborhood. Uses which would interfere with our neighbors' quiet enjoyment of their homes are not acceptable. Events must end no later than 10 p.m., except on Saturdays when they must end by 5:00 p.m.

USAGE GUIDELINES

The church reserves the right to deny the use of our buildings for any purpose or activity that it deems inappropriate, and to users who have not followed guidelines in the past. Use of either of the buildings for weddings, commitment ceremonies, funerals, memorial services, naming or dedication ceremonies, coming of age ceremonies (e.g. Eagle Scout ceremonies), and any other life passage ceremony, of whatever kind or nature, is at the sole discretion of the Minister.

a) Parties using the building are responsible for:

- 1-Treating the buildings and properties with respect.
- 2-Informing the church immediately of any damage to the buildings or property. The church will use its regular contractors to repair the damage; users will pay for the cost of the work plus a \$100 administration fee.
- 3-Providing direct adult supervision for children at all times. Classrooms, grounds, toys, and art supplies are not available for use by visiting children.
- 4-Ensuring that the church no-smoking rule is followed both inside and outside.
- 5-Restoring the area used to the condition that existed immediately prior to their use.

b) Use of Alcohol is allowed only with permission of the church. If permitted, alcoholic beverages must be served by a properly licensed and insured bartender. The church must receive a copy of the insurance certificate naming the church as an insured party prior to the event. Alcoholic beverages may not be sold. Alcoholic beverages may not be served on Saturdays for events involving 25 or more participants, except for wedding and commitment ceremony receptions. A user sponsoring any event involving 25 or more participants at which alcoholic beverages will be served must leave a \$500 security deposit at least one week prior to the event. The security deposit is subject to forfeiture, in whole or in part, at the discretion of the Building Use Manager if the renter has damaged the building or its furniture or fixtures, failed to remove all trash generated by the event, or has otherwise violated these guidelines.

c) Sound system equipment: Portable microphones and assisted listening devices are available in the Sanctuary. Renters assume responsibility for paying for the replacement of these items, plus a \$100 administration fee, if they are lost or damaged.

d) Furnishings: Renters may rearrange furnishings and set out extra tables and chairs, but after the event are responsible for replacing the furnishings as they were found. The church does not rent or loan its tables, chairs, coffeepots, or any other equipment for use outside the buildings.

e) Musical instruments: The piano, harpsichord, and organ are available for use only when reserved as part of the rental agreement. Tuning the piano or harpsichord for a special event must be done by a professional approved by the Music Committee, and paid and arranged for by the renter. Moving the piano or harpsichord is the responsibility of renters. Renters who move the piano or harpsichord must sign a written waiver of liability for injury to people moving the instruments, return the instrument(s) to their original location, and pay for any damage or need for re-tuning caused by the moving.

f) Storage of renters' belongings: Storage space is not available for non-church uses. Renters should not leave behind any of their equipment, supplies, or food.

g) Subletting prohibited: Subletting of the space by a user is not allowed.

RESERVATION AND FEE INFORMATION

a) Reservations: In order to secure a date on the church calendar, renters must mail a completed Facility Use Request Form to the church at PO Box 217, Harvard, MA 01451 (phone: 978-456-8752). Only adults aged 21 or over may rent space. If the building is to be used for an activity involving children, the reservation form must indicate the name of the adult(s) who will be present and responsible for the children. It is recommended that at least one adult be present for every six to ten children. The church's Building Use Manager will determine the adequacy of the amount of adult supervision.

b) A reservation is not confirmed until the church has received this form and the appropriate deposit. Deposits are as follows:

- 1) One-time user: half of the usage fee.
- 2) Repeat user: one month's usage fee
- 3) Free usage: deposit not required.

b) Payment: Checks are Payable to: The Harvard Unitarian Church. For one-time events payment in full must be made one month in advance. Repeat users pay monthly by the first of the month in which usage will occur.

c) <u>Refunds:</u> More than 3 months prior to the event:	Full refund available
From 3 to 1 month(s) prior to event:	50% refund available
Less than 1 month prior to event:	No refund available

d) Rescheduling Parties who need to reschedule their event may do so for a \$25 administration fee if the rescheduling request is received more than one month prior to the date reserved. Rescheduling is made on a space-available basis.

e) Cleaning Unless otherwise arranged with the church prior to the use, the user is responsible for removing all trash after the event and for restoring the premises to the condition existing immediately preceding the event.

f) Key Deposit: A refundable key deposit of \$50 is required of all one-time use renters. If however, they have a Harvard Unitarian Church member of their group who is willing to sign for a key, open and lock up the building, and take responsibility for ensuring that building lock-up procedures are followed, the deposit will be waived. The key deposit is subject to forfeiture at the discretion of the Building Use Manager if the renter has not followed proper building lock up procedures or has otherwise violated these guidelines.

Unless otherwise arranged with the Church, users must include time to set up for the event and time to return the space to its original condition within the time allotted for their activity.

FREE AND REDUCED RATE USAGE

Buildings are available free of charge for:

- 1-Weddings, commitment ceremonies, memorial/funeral services, and child dedication ceremonies of members and contributing friends. (We require that all parties pay the church's out of pocket costs of \$110 for cleaning and coordination.)
- 2-Interdenominational gatherings of the Town of Harvard.
- 3-Unitarian Universalist Association district or national meetings.

Reduced rates are available as follows:

- 1-Non-profit children's educational groups of 15 or fewer children may receive a reduction of the repeat-users' rental fee for Fellowship Building space. The church entrusts such groups to let us know what reduction, if any, is needed to avoid financial hardship.

Regular rates are charged for all other uses, including church members using the buildings for private parties, meetings, concerts, recording sessions, and other non-church reasons.

FEE SCHEDULE

Funeral/Memorial Services \$330

Weddings, Commitment Ceremonies

Rental \$825

Rental includes use of Sanctuary for the wedding or commitment ceremony and for one rehearsal, cleaning before and after the ceremony, set up of extra chairs as needed, use of church organ, harpsichord, piano, and/or sound system as desired, and the assistance of the church coordinator

One-time events, >50 people, 1-3 hours

Sanctuary \$220

Fellowship Building \$165

One-time events, 50 or fewer people, 1-3 hours

15-50 people, Sanctuary \$140

15-50 people, Fellowship Building \$80

9-15 people, Fellowship Building \$65

<9 people, Fellowship Building \$50

Repeat Users, 50 or fewer people, 1.5 hours

15-50 people, Sanctuary \$55/use

15-50 people, Fellowship Building \$30/use

<15 people, Fellowship Building \$25/use

Repeat Use is defined as use of the same space for the same type of activity for more than 5 times a year. Note that uses at two separate times which total less than 3 hours (e.g. 2 one-hour classes) would be charged as 2 uses.

Upon signing a repeat user contract, renters receive their own key and agree to take on cleaning and coordinating responsibilities themselves. Repeat users must return keys at the end of the rental period, and must sign a new contract each September.

No later than May 20 of each year, repeat users who wish to continue their rentals for the coming fall, must reserve their space by filing an application plus a deposit of one month's usage fee. The deposit fee will be returned on cancellations received prior to August 1.

The church reserves the right to deny repeat user privileges to renters who have abused them.

Fees for events which do not fall under any of the above categories (e.g. events longer than three hours, repeat users with more than 50 people) will be negotiated with the Church Building Use Manager, using the fees listed above as a starting point.