

First Parish in Concord

20 Lexington Road Concord, MA 01742 978-369-9602

Facilities Use Guidelines and Fees for First Parish Groups and Guests

Updated June 2019

First Parish in Concord is a sacred space and an historic site, welcoming our congregation and staff, as well as visitors and guests from near and far. We are a busy venue, relying on church groups, event coordinators, and responsible users to ensure events run smoothly and the premises are well cared for.

GUIDELINES

First Parish (FP) facilities are available primarily for church functions. Our space may also be used by guest organizations whose mission is consistent with that of First Parish. The space needs of the congregation take precedence over guest user requests. To that end, we typically do not schedule guest user events more than three months in advance.

To request use of First Parish facilities, please complete the attached form. Submit forms to Doug Baker, Facilities Manager (dbaker@firstparish.org). Please check availability—you may view the church calendar at <http://firstparish.org/wp/news/calendar/>—and contact the Facilities Manager *before* setting a date for your meeting or event.

First Parish reserves the right to deny use of the building for any activity it deems inappropriate or to groups who have not followed building use guidelines in the past. This determination will be made on a case-by-case basis by the Facilities Manager and the Director of Operations.

First Parish is a fully accessible, non-smoking facility.

Users are expected to treat First Parish buildings, furnishings, and grounds with respect, and inform the sexton on duty immediately if there is any damage. Users may rearrange furnishings and set out tables and chairs. After an event, users are responsible for returning the space to the condition and arrangement in which they found it.

Alcohol

Only beer and wine may be served at First Parish.

First Parish carries host liability insurance for alcohol use at First Parish events.

If a First Parish-sponsored event will include alcohol *for sale*, or alcohol will be served at a First Parish-sponsored event with *an admission price*, the sponsoring FP group should inform First Parish's Director of Operations of the event particulars (date, title and description, expected number of attendees) at least two weeks prior to the event. The event then must be approved by First Parish's insurance carrier and scheduled on First Parish's basic insurance policy in order for host liquor liability insurance coverage to extend to that event.

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Also, if an event includes alcohol *for sale*, or the event at which alcohol will be served has an *admission price*, the sponsoring group—First Parish or guest—must obtain a special one-day liquor license from the Town of Concord. There is a \$75 per event fee. This license requires servers to be TIPS (Training for Intervention Procedures)-certified or the equivalent (certification available online). Thirty-day advance application is recommended for this license.

When planning to serve alcohol, both congregants hosting *private* events at First Parish and guest users must provide a signed hold harmless agreement (please see the form at the end of this policy) and a certificate of host liquor liability insurance coverage for the event date(s), *naming First Parish in Concord as an additional insured*, with a minimum of \$1,000,000 liability coverage per occurrence. Here is contact information for an insurance agency specializing in one-day host liquor liability insurance (current cost: \$165).

K&K Insurance
P.O. Box 2338
Fort Wayne, IN 46801-2338
Phone: 800-637-4757

At such events, there should be a designated server(s) to monitor alcohol consumption and ensure no one leaves First Parish intoxicated.

Per First Parish *Safe Congregation Practices*, “...alcohol should not be left in any area of the church accessible to children or youth...” During events, including set-up and clean-up, alcohol not in use must be stored in monitored and/or locked areas. No alcohol should be stored at First Parish before events, and all alcohol should be removed from FP premises promptly upon completion of events. If applicable, please also see “First Parish Alcohol and Drug Policy for Youths.”

Altshuler Gallery

First Parish members may display and host a private exhibition for one month per year in the Altshuler Gallery at no cost. The individual must mount the exhibit themselves and the exhibit must be non-commercial (i.e., no exhibited or ancillary items for sale). One sexton will be provided at no charge for an opening reception. The balance of any reception costs are to be borne by the exhibitor. Except for locking the building during off hours, First Parish is not responsible for the security of such exhibits. Exhibitors coordinate with First Parish’s Facilities Manager and abide by guidelines, “Art Exhibits at First Parish in Concord,” which is available upon request.

Children

Children must be supervised at all times within the building and on church grounds, including in the play yard and playground.

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Food preparation

For large-event kitchen use, a ServSafe-certified person should supervise food preparation. For catered events, the caterer must register with the Town of Concord's Board of Health.

Life passage ceremonies

Use of First Parish space for memorial services, child dedications, weddings, and other life passage ceremonies, shall be at the discretion of the Senior Minister. To schedule a life passage ceremony, first contact Sarah Burns, Church Administrator (sburns@firstparish.org). She will clear your event with the Senior Minister, help you schedule it, apprise you of relevant fees and procedures, and put you in touch with event planners.

Set-up and clean-up

All groups using First Parish space are expected to leave the space in the condition in which they found it. Set-up and clean-up should be planned by the hosting group and scheduled into any time estimates for events.

If the kitchen is being used during an event, the sexton(s) on duty will help the hosting group clean up.

Sextons

At least one paid sexton will be on duty for all events held at First Parish. If the building is open *because of* an event, or the event is over 50 participants so that a second sexton is required, the hosting group may be asked to pay the cost of the additional sexton(s).

SPACE

First Parish has a number of different spaces.

ROOM	CAPACITY	SIZE (square feet)
Sanctuary	600 (including balcony)	
Chapel	40-50	480
Parish Hall <i>and</i> Parlor	Theater style (in rows): 130-150 Seated at tables: 120-135	1,116
Parlor	37	440
Bulkeley*	15	266
Brooks*	15-17	368
Emerson*	50-70	798
Ripley or Greeley*	12-15	294

*Classrooms

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FEES

First Parish groups

Any chartered First Parish group may reserve and use space in the building, schedules permitting, *without building use or sexton fees*. This policy applies regardless of whether the FP group-sponsored event is publicized beyond First Parish. If admission or donation is charged, administrative fees may apply.

Administrative fees for First Parish groups

When an event, including a fundraiser, held by a First Parish group makes a profit over expenses, the group is asked to contribute a minimum of 15 percent of *the event's net proceeds* to First Parish operations. This administrative fee does not apply if the event is a fundraiser *for FP operations*, when *all* net proceeds benefit FP operations.

UU groups

UU denominationally-sponsored events (for example, events sponsored by UU Urban Ministry, UUSC, UUA, New England Region, UU Mass Action, etc.) may be held free of room use fees. Additional sexton fees may apply.

Sexton fees for UU groups

If the building is open *because of* the event, and/or if the event is so large (over 50 participants) that a second sexton is required, the hosting UU group will be asked to pay the cost of hiring the additional sexton(s). The fee per sexton for an event sponsored by a UU group is \$80 for the first four hours and \$20 per hour thereafter, with a four-hour per sexton minimum.

Guest groups

Guest organizations whose mission is consistent with that of First Parish may host events not co-sponsored by First Parish groups, *schedules permitting*. Guest groups will be asked to pay building use fees even if the event is open to First Parishioners. Additional sexton fees may apply. No guest group may host an overnight gathering at First Parish.

Building use fees for guest groups

Meeting House rooms, sextons	Guest fees
Classroom, Kitchen, or Parlor	\$100 half day or evening (up to 5 hours); \$200 full day
Chapel	\$300 half day or evening (up to 5 hours); \$600 full day
Parish Hall <i>and</i> Parlor	\$200 half day or evening (up to 5 hours); \$400 full day
Sanctuary	\$500 half day or evening (up to 5 hours); \$1,000 full day
[Additional] Sexton	\$160 for the first 4 hours; \$40 per hour thereafter

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Private FP member parties

First Parish members may host private parties (birthdays, anniversaries, etc.) at First Parish, schedules permitting, at no charge. "Alcohol" and "Set up and clean up" policies (please see above) apply and additional sexton fees may apply.

Sexton fees for private parties

If the building is open *because of* the event, and/or if the event is over 50 participants so that a second sexton is required, the hosting FP congregant will be asked to pay the cost of hiring the additional sexton(s). The fee per sexton for a private event sponsored by a parishioner is \$160 for the first four hours and \$40 per hour thereafter, with a four-hour per sexton minimum.

CONTACT

First Parish in Concord, Unitarian Universalist
20 Lexington Road
Concord, MA 01742
phone: 978-369-9602
fax: 978-369-8702
web: www.firstparish.org/

Doug Baker, Facilities Manager, x419, dbaker@firstparish.org
Fifi Ball, Director of Operations, x456, fball@firstparish.org
Sarah Burns, Church Administrator, x410, sburns@firstparish.org

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Facilities Use Request

Requester name: _____ Date form completed: ____/____/____

Requester email: _____ Requester telephone: ____-____-____

Which best describes you (pick one)?

- I am a pledging member of First Parish in Concord.
- I am not a pledging member of First Parish, but I attend worship or other events regularly.
- I am not associated with First Parish in Concord, but am associated with another UU congregation or organization.
- I am on staff at First Parish in Concord.
- I have no association with First Parish in Concord.
- Other: _____

Chartered FP Group sponsoring? yes no If so, group name: _____

If no, please skip to guest user portion of this form.

FP group-sponsored event

Event title: _____

Requested day and date: _____, ____/____/____

Additional dates (if recurring): ____/____/____, ____/____/____, ____/____/____

Start time: ____:____ am / pm End time: ____:____ am / pm

Set-up time: ____ minutes before start time Clean-up time: ____ minutes after end time

Event description (brief; as it will appear on the First Parish website): _____

Number of attendees expected: _____

Will there be a ticket, donation, or admission price for this event? yes no

Will alcohol (beer and/or wine only) be served at this event? yes no

Will a piano or other church musical instrument(s) be used at this event?

yes, please specify: _____ no

Room preference(s): _____

Additional resources needed: _____

Notes: _____

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Private or guest group event

Event title: _____

Requested day and date: _____, ____/____/____

Additional dates (if recurring): ____/____/____, ____/____/____, ____/____/____

Start time: ____:____ am / pm End time: ____:____ am / pm

Set-up time: ____ minutes before start time Clean-up time: ____ minutes after end time

Event description: _____

Number of attendees expected: _____

Will there be a ticket, donation, or admission price for this event? yes no

Will alcohol (beer and/or wine only) be served at this event? yes no

Will a piano or other church musical instrument(s) be used at this event?

yes, please specify: _____ no

Room preference(s): _____

Additional resources needed: _____

Notes: _____

Also,

1) How does your event **support and fulfill the mission** of First Parish in Concord? First Parish's mission is to be a welcoming Unitarian Universalist congregation, seeking ways to deepen spiritually, build community, and make a positive difference in the world. _____

2) First Parish in Concord is committed to continually becoming more **environmentally sustainable**. How will your event help First Parish meet this commitment? _____

3) First Parish in Concord **welcomes all people** regardless of race, culture, ethnicity, socio-economic class, sexual orientation, gender identity, and/or physical ability. How will your event include, support, and encourage historically marginalized people? _____

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Hold Harmless Agreement

We, _____ [guest/private user], desire to rent space from First Parish in Concord ("First Parish") for the purposes of hosting an activity, event, or meeting ("our function"). The title of our event is _____.
The day/date of our function is _____, ____/____/____.

"Hosting" shall include any activities undertaken by us, our guests/attendees, our contractors or employees, or any other person present during set-up, the event itself, and/or clean-up of our function. Hosting shall extend beyond our function to the extent that any activity during hosting our function shall have repercussions extending past our function, such as an attendee driving home after drinking alcohol during our function.

We plan to serve alcohol (beer and/or wine only) at our function and, as such,

- a) Have provided First Parish with proof of our insurance (generally in the form of a certificate of insurance) indicating our host liquor liability coverage effective throughout hosting of our function, and
- b) Have completed and signed this form.

If our function will include alcohol for sale or an event admission price, we will also obtain a one-day liquor license from the Town of Concord. This license requires servers to be TIPS (Training for Intervention Procedures)-certified or the equivalent.

We, the undersigned, agree to release, indemnify, hold harmless, and forever discharge First Parish and its officers, directors, employees, agents, and volunteers, from any and all actions, causes of action, injuries, claims, demands, damages, liabilities, settlements, costs, charges, or expenses of any kind which may be imposed upon, incurred by, or asserted against First Parish or us resulting from any act, omission, fault, negligence, or misconduct of any person hosting or attending our function.

We understand this is a full and complete release of responsibility for any/all loss, injury, and/or damage which we, our guests/attendees, our contractors or employees, or any other person associated with our function, may sustain, directly or indirectly, as a result of participation in hosting or attending our function, regardless of the specific cause thereof.

This agreement is binding on our heirs, successors, assigns, administrators, and personal representatives. We have read and understood this agreement and signed voluntarily.

Guest/private user signature

Guest/private user printed

____/____/____
date