

**Facilities Use  
Guidelines and Fees  
for  
First Parish Groups  
and Guests**

Updated November 2024

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*First Parish in Concord is a sacred space and a 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. And First Parish tries to keep its commitments. To that end, First Parish does not typically schedule guest user events more than three months in advance.

To request use of First Parish facilities, please complete the [Space Reservation Form](#) online. If you have any questions regarding the use of space, scheduling, or rentals, please email Catherine Hill, Communications & Office Coordinator at [chill@firstparish.org](mailto:chill@firstparish.org). Please check availability—you may view the church calendar at <http://firstparish.org/wp/news/calendar/>—before setting a date for your meeting or event.

First Parish is generally closed on Mondays, but events at First Parish may be scheduled for Monday evenings.

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

### **Accessibility**

First Parish conforms with ADA guidelines. We provide parking for disabled people, an automatic side door opener, an elevator, a wheelchair-sized all-gender restroom, masks, and Zoom/YouTube access to, and in-person hearing assistance headsets for, Sunday services.

**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 event 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. The sponsoring FP group should tell the Director of Finance & Operations the event particulars (date, title and description, expected number of attendees) at least two weeks prior to the event. [confirmed 7/26/2024 E&W]

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 for this license. The license requires servers to be TIPS (Training for Intervention Procedures)-certified or the equivalent (certification is available online). Thirty-day advance application is recommended for this license.

When planning to serve alcohol and not charge for it or for admission, both guest users and congregants hosting *private* events at First Parish must still provide a signed "Hold Harmless Agreement" (form at the end of this policy) and a certificate of one-day liability coverage, including host liquor liability, 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 such policies. On their website you can enter the parameters of the policy you wish to purchase and obtain an immediate quote. [updated language 6/12/24]

K&K Insurance  
1712 Magnavox Way  
Fort Wayne, IN 46801-2338  
Phone: 800-637-4757  
Mon-Fri 8:00 am-5:00 pm ET  
<https://www.kandkinsurance.com>

At such events, a designated server(s) should 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."

**Artwork exhibits**

First Parish members may display artwork and host a private opening exhibition for one month per year in the Altshuler Gallery at no rental cost. The individual must mount the exhibit themselves. 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. An exhibitor may want to contact their insurance company about coverage for their artwork during the exhibit.

Exhibition space at First Parish is intended primarily for First Parish parishioners. Non-parishioner artwork may be exhibited with proper approval by and coordination with the Facilities Manager.

The display space is intended to be non-competitive and non-commercial. No prices should appear on a list or on the artwork itself, but individuals may contact the artist directly regarding purchasing.

First Parish retains the right to refuse any artwork considered hate-based, sexually inappropriate, or otherwise disrespectful to members of marginalized groups. Artwork displayed at First Parish is presented in an informal, family-oriented environment. The Facilities Manager has the discretion to approve or reject any artwork for display, with the Senior Minister as final arbitrator if appropriateness is questioned.

**Children**

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

**Equipment**

Easels, markers, and flip chart pads are stored in the Bulkeley Room behind the stage in the Parish Hall.

A television/monitor, OWL rotating camera/microphone, projector, DVD player, and cords to connect a laptop are stored on an "AV cart" in the Parish Hall. The projection screen is stored nearby.

Microphones and an amplifier are on the Parish Hall Stage. The podium is below the stage on the Parish Hall floor. If you need assistance with either, please indicate this in the [Space Reservation Form](#).

**Food preparation**

For large-event kitchen use, a ServSafe-certified person should supervise food preparation in First Parish's commercial kitchen. 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 Catherine Hill, memorial services administrative coordinator at First Parish, with some possible dates. Catherine will contact Reverend Jennifer B. Johnson, Senior Minister at First Parish, and possibly other staff ministers, to check availability. Catherine will help you with logistics and to keep track of relevant fees.

**Parking**

First Parish in Concord is a busy place, often functioning as a community center, but with limited parking.

- Residential tenants on the First Parish campus have designated parking spots. Residential parking spots, along with those designated for disabled persons, and one for the Senior Minister, are reserved for these specific uses.
- When there is a large event at First Parish, such as a wedding or a memorial service, commercial tenants and others not involved in the service may be asked to park off campus.
- Commercial tenants at First Parish, including Milldam Nursery School, unless otherwise specified in their leases, are generally permitted to park at First Parish.
- No parking is allowed in the marked fire lanes per the Concord Fire and Police Departments.
- Occasionally, the smaller circle by the side entrance may be designated with a sign as being “limited to those with mobility issues.”
- **For commercial tenants, staff, church volunteers, other congregants, and event attendees, parking at First Parish is first come, first served. For these groups, *there is no guaranteed parking at First Parish.***
- Parkers may be asked to move their vehicles to aid in snow removal and/or to allow for a special delivery.
- Should parking at First Parish become contentious or otherwise problematic, lease-based parking restrictions may be placed on commercial tenants.
- If the First Parish parking areas and adjacent on-street parking become full, as often happens by 9:00 am on weekdays, other drivers may need to park in municipal lots and make their way to the First Parish campus.
- Temporary parkers, i.e., those dropping off or picking up people or materials, are asked to be sensitive to others trying to drive past and to move along as quickly as possible.

**Security**

Building opening, set-up and clean-up, and building closing check lists are posted in meeting/event rooms and at doors leading in/out of the main building. Please also see Appendix 3 for checklists.

**Emergencies** – See Addendum 4 for First Parish’s Emergency Procedures.

**Keys** – Since groups using the building, especially in the evening, will be responsible for opening the building and locking up, a key will be stored in a locked key box next to the side door. Members of each group using the building will be provided with the code to the locked key box. Please contact either Fifi Ball, Director of Finance & Operations, [fball@firstparish.org](mailto:fball@firstparish.org) or Catherine Hill, Communications & Office Coordinator, [chill@fristparish.org](mailto:chill@fristparish.org) for the key box code.

**Locking the Building after Use** – Since First Parish’s use of paid sextons has been dramatically reduced since 2021, it becomes the responsibility of the meeting- or event-sponsoring group to open and/or lock the building following the checklist provided by the Facilities Manager. See Addendum 3.

If more than one group is using the building on a particular evening, it is the responsibility of all groups to determine who will complete the building closing checklist and lock the building.

### **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, scheduled into any time estimates for an event, and conducted by hosting group volunteers.

#### ***Supplies and locations***

*Supply closet on ground floor hall beside the kitchen:* broom/dustpan, cleaning spray, toilet plunger

*Kitchen:* trash barrels, paper towels

*Supply closets at end of ground floor hall:* paper towels, vacuum cleaner, office-sized trash bins, mop & bucket, plastic bags, cleaning spray

Other cleaning supplies can be found by consulting the Facilities Manager.

If the dishwasher will be used during an event, a sexton or experienced volunteer must be brought in by the sponsoring group to monitor proper use of the commercial dishwasher during and after an event. Alternatively, a member of the hosting group may be shown how to use the dishwasher and be responsible for its use during and after an event. See other guidelines on the use and payment of sextons below.

### **Sextons**

Beginning in 2021, First Parish’s use of paid sextons for most events in the church has been dramatically reduced.

If an event has over 50 participants, a sexton or equivalent volunteer is required onsite.

If a sexton is needed at an event, as determined by the hosting group, the Facilities Manager, these guidelines, or another entity, the hosting group will pay the cost of the sexton(s). Please see below for relevant fees.





## SPACE

First Parish has a number of different spaces.

ROOM	CAPACITY	SIZE (square feet)
Sanctuary	600 (including 114 in the balcony)	3,510 main + 1,800 balcony = 5,310 total
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*	12-15	294
Greeley*	12-15	294

\*Classrooms

If kitchen use is planned during an event held in another room, the Kitchen must be reserved along with the meeting/event room.

## FEES

### First Parish groups

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

#### Sexton fees for First Parish groups

If an event is expected to have more than 50 participants, a sexton or equivalent volunteer is required.

If a paid sexton is needed at an event, as determined by the hosting group, the Facilities Manager, these guidelines, or another entity, the hosting group will pay the cost of the sexton(s). The fee per sexton for an event sponsored by a First Parish group is \$100 for the first four hours and \$25 per hour thereafter, with a four-hour per sexton minimum.

### 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.

#### Sexton fees for UU groups

If an event is expected to have more than 50 participants, a sexton or equivalent volunteer is required.

If a paid sexton is needed at an event, as determined by the hosting group, the Facilities Manager, these guidelines, or another entity, the hosting group will pay the cost of the sexton(s). The fee per sexton for an event sponsored by a UU group is \$100 for the first four hours and \$25 per hour thereafter, with a four-hour per sexton minimum.

### Guest groups

Guest organizations whose mission is consistent with that of First Parish may rent First Parish space and host events not co-sponsored by First Parish groups, *schedules permitting*. Guest groups will be asked to pay building use fees and sexton fees even if the event is open to First Parishioners. No guest group may host an overnight gathering at First Parish. Scheduling for such events can be done via the Facilities Manager.

#### 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
Sexton(s), each, paid directly	\$200 for the first 4 hours (minimum); \$50 per hour thereafter

**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 apply—please see above.

Sexton fees for private parties

If an event is expected to have more than 50 participants, a sexton or equivalent volunteer is required.

If a paid sexton is needed at an event, as determined by the hosting group, the Facilities Manager, these guidelines, or another entity, the hosting group will pay the cost of the sexton(s). The fee per sexton for a private event sponsored by a First Parish member is \$100 for the first four hours and \$25 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/](http://www.firstparish.org/)

Catherine Hill, Communications & Office Coordinator, x415, [chill@firstparish.org](mailto:chill@firstparish.org)  
Fifi Ball, Director of Finance & Operations, x456, [fball@firstparish.org](mailto:fball@firstparish.org)

## Appendix 1: 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 alcohol (beer and/or wine only) be served at this event?  yes  no

Will there be a ticket, donation, admission, or per drink price 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): \_\_\_\_\_

AV tech needed for livestreaming and/or recording?  yes  no

Additional resources needed: \_\_\_\_\_

**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

    For purchase?  yes  no

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

yes, please specify: \_\_\_\_\_  no

Room preference(s): \_\_\_\_\_

AV tech (paid by host group) needed for livestreaming and/or recording?  yes  no

Additional resources needed: \_\_\_\_\_

Notes: \_\_\_\_\_

Also,

1) 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. How does your event **support and fulfill the mission** of First Parish in Concord? \_\_\_\_\_

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? \_\_\_\_\_
-

## Appendix 2: 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 function is \_\_\_\_\_.

The day/date of our function is \_\_\_\_\_, \_\_\_\_/\_\_\_\_/\_\_\_\_.

"Hosting" shall include any activities undertaken by us, our guests/attendees, our contractors or employees, and/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 our function shall have repercussions extending beyond 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 liability insurance (a certificate of insurance), indicating our host liquor liability coverage, effective throughout the 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's 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, working at, 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 it voluntarily.

\_\_\_\_\_  
Guest/private user signature

\_\_\_\_\_  
Guest/private user printed

\_\_\_\_/\_\_\_\_/\_\_\_\_  
date

### **Appendix 3: Building Opening and Closing Procedures and Checklist**

#### **Entering the building**

- Make sure lockbox key (if used) is returned to the lockbox with the lockbox closed. You must enter the numbered code again to re-close and re-lock the lockbox.
- Unless there is an event or meeting, please make sure you have re-locked the door you entered before proceeding into the building.

#### **Disabled person access**

- The side door may be set to accommodate disabled person access via a push button outside the door.

#### **Event preparation**

- Open windows for ventilation.
- Turn on air purifier(s).

#### **Post-event**

- Close and lock windows and doors.
- Put away tables and chairs; remove any personal items.
- Turn off room lights.
- Leave air-purifier(s) on.

#### **Leaving the building**

- Side lights in the side door hallway are left on at night. (Other lights may be turned off.)
- Turn off all lights in all rooms and hallways, including the Sanctuary/balcony and front door vestibule.
- Make sure any exterior building doors that may have been used are locked.

If you have any questions or issues, please call or email Catherine Hill, Communications & Office Coordinator, x415, [chill@firstparish.org](mailto:chill@firstparish.org) or Fifi Ball, Director of Finance & Operations, x456, [fball@firstparish.org](mailto:fball@firstparish.org). Thank you!



## Appendix 4: Emergency Procedures

Listed below are basic responses to emergency situations at First Parish. Since cell phone signal is poor inside the building, please see the accompanying maps for locations of *land line telephones* and *emergency pull stations*.

### MEDICAL EMERGENCY / FIRST AID

Call 911 and notify a staff member. Medical emergencies might include falls, allergic reactions, seizures, or fainting. Have the person lie or sit down with head back, airway open. Loosen restrictive clothing; make the person comfortable. Check for a medic alert tag (necklace, bracelet, anklet). Check pulse and breathing. If no pulse, use defibrillator (located on the first-floor wall outside the Parish Hall).

### FIRE

Call 911 and notify a staff member. Fire extinguishers are for minor fires only. If the fire is small, try putting it out with an extinguisher. If necessary, calmly and firmly evacuate the church, exiting away from the fire. If a service is in session, the minister leading the service will instruct attendees to evacuate. Remind parents their children will be evacuated with their teachers. Guide parishioners to exits. Move people away from the building onto lawns until the fire department signals "all clear."

### EVACUATION, OTHER

Call 911 (if necessary) and notify a staff member. In case of a non-fire emergency when the main building must be evacuated, post an usher at each aisle and exit and direct people outside in a calm, orderly manner. Move people away from the building onto lawns until an "all clear" is called.

### SEVERE STORMS AND TORNADOES

Call 911 (if necessary) and notify a staff member. If an urgent tornado warning is received, calmly and firmly move people away from windows and to lower floors. During a severe wind, hail, or thunderstorm, close windows and doors and move people away from them.

**WEAPON BRANDISHED**

Call 911 and notify a staff member. Weapons might include firearms, swords, knives, or other threatening implements. Tell the staff member the name of the person with the weapon, if known; where they are; whether the weapon carrier has threatened or injured anyone; and other helpful details. Move people away from the weapon holder.

**ASSAULT OR FIGHT**

Call 911 (if necessary) and notify a staff person. If possible, verbally defuse the situation—demand the fighter(s) stop. Administer any needed first aid. Take photos or video of the situation. Notify police and staff if a weapon is visible, a victim has a substantial injury, or there was sexual contact of any kind.

**SHOOTING**

Call 911 and notify a staff member, giving as much detail as possible. Assess the shooter's location, any injuries, and potential for additional shooting. If you are outside, go into the building, helping others enter. Close and bar all doors. If shooting occurs inside the building, direct others to evacuate. If people cannot exit the building, have them get down, hide, and remain quiet and in place until police arrive.

**BELLIGERENT INTRUDER**

Call 911 (if necessary) and notify a staff person. If a belligerent stranger enters the building, ask someone to accompany you when you approach them. Greet the person and identify yourself. Ask, "Can I help you?" If the person's purpose is not legitimate, ask them to leave. Accompany them to the exit.

If the belligerent person refuses to leave, call 911, giving a full description of the person. Walk away from the person if there is any indication of violence. Keep others away from the belligerent person. Stay aware of the belligerent person's location and whether they are carrying a weapon, backpack, or other potentially dangerous item.

**HOSTAGE SITUATION**

Call 911 and notify a staff person. Provide details. Don't intervene. Keep people away from the hostage area. Evacuate the rest of the building. Give police control of the area.

**DEMONSTRATION OR DISTURBANCE**

Call 911 (if necessary) and notify a staff person. Close and bar the doors of building, if necessary. If possible, contain the disturbance and keep it to an isolated area. Keep people calm. Evacuate the building, if necessary. Or keep people safely inside if the disturbance is outside.

**TERRORISM, CHEMICAL OR BIOLOGICAL THREAT**

Call 911 and notify a staff person. Evacuate the building, if necessary. Keep all involved calm until police arrive, minimizing contact with the crime scene. Follow the instructions of police, fire fighters, and paramedics.

**CONCORD POLICE NON-EMERGENCY NUMBER: 978-318-3400**