

**Responsibilities of those using North Parish facilities:**

All groups or individuals using the North Parish facilities must agree to the following:

1. There is no smoking within any church building; smokers may smoke outside. Please extinguish cigarettes and discard in the ash receptacle located outside the door.
2. Please do not use tape to attach anything to the walls or woodwork.
3. If you find anything broken or not functional, please leave a note on the item and notify the church office.
4. "Leave no trace." When your event is finished, please put the room(s) in order.
5. Pick up and throw away all trash. Additional trash bags are located in the storage room (by stairs to the Sanctuary).
6. Please rinse and recycle plastics, glass, and paper in red bins.
7. Wash, dry and return to shelves, drawers, etc., any dishes, cups, silverware, etc., that are used.
8. Remove any leftover food or alcohol from the premises. All food left here will be considered the property of the church. Any alcoholic beverages left after an event will be thrown out.

9. Turn off any kitchen items, if used, including the exhaust fan, burners or oven, and dishwasher.
10. Shut any window(s), if opened.
11. Check all restrooms to be sure that no water is running in sinks or toilets.
12. Turn off ALL lights, including those in restrooms, hallways, kitchen, parlor, parish hall. (Outdoor lights by the parish hall and at the front of the church are automatically controlled.)
13. Shut and lock all outside doors.

***If your group will be providing childcare here during your event the North Parish requires that Safe Church policies be followed. This policy requires that two adult supervisors should be present during any activity where a child is present in the church or as part of a church sponsored activity. One of these adults should be a parent of one of the participating children or youth or someone over 25 years of age. There must be one adult present for every ten youth at all youth group activities. For more information, please ask for a copy of the Safe Church policy.***

**Facilities Request Form**

I/we wish to arrange use of the following rooms and agree to abide by the responsibilities. Enclosed is a building fee check for:

Sanctuary	\$ _____
Parish Hall/Parlor	\$ _____
Chapel	\$ _____
Classrooms	\$ _____
Old Center Hall	\$ _____
Church Sexton	\$ _____

**Payable to North Parish:** \$ \_\_\_\_\_

Organization or individual name: \_\_\_\_\_

Function Date: \_\_\_\_\_

Time: \_\_\_\_ AM/PM to \_\_\_\_ AM/PM

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Home Phone: \_\_\_\_\_

Work/Cell Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Approved By: \_\_\_\_\_  
(for the North Parish)

Date Approved: \_\_\_\_\_

## Who can use the North Parish facilities?

The North Parish is available to community organizations having open membership, whose goals and/or purpose are for the good of the Town and its citizenry.

Building use requests are subject to approval by the Parish Council; the policy and fees may be changed without notice. If a policy change affects your event, someone from the church office will contact you.

*Please see the responsibilities for the use of North Parish facilities found inside this brochure.*

## How do I arrange to use the North Parish facilities?

- Contact the church office about availability of your date and time by email at [office@northparish.org](mailto:office@northparish.org) or by calling 978-687-7948.
- If the facilities are available, and you agree to the responsibilities for building use, complete the request form (located inside) and return it with your fee payment(s) to:

North Parish  
3 Great Pond Road  
North Andover, MA 01845-4022

## What are the fees for facilities use?

### Occasional Basis

Fees for general use (i.e., non-church member or affiliate):

Sanctuary	\$ 500
Parish Hall/Parlor	\$ 200
Chapel	\$ 85
Classrooms	\$50-75
Old Center Hall	\$ 100
Sexton (required for all)	\$ 75

### Ongoing Basis

Groups that wish to meet at the church on a regular basis may contact the church office to request regular meeting times. For these ongoing meetings a reduced fee schedule may be negotiated.

### Non-profits, Members & Affiliates

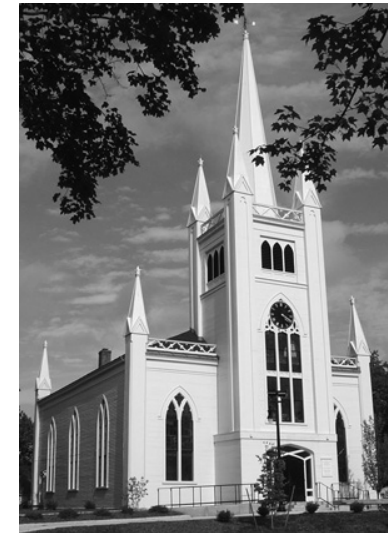
Fees may be reduced for non-profit groups and church members or affiliates who have made a pledge to the church equal to or in excess of applicable fees for the use of the building; all are expected to pay a sexton's fee for custodial service if applicable.

*Please see our separate brochure for wedding ceremonies.*

## POLICY and FEES for THE USE OF FACILITIES

at

## THE NORTH PARISH OF NORTH ANDOVER UNITARIAN UNIVERSALIST



*Church:*

**190 Academy Road  
North Andover, MA**

*Offices:*

**3 Great Pond Road  
North Andover, MA 01845-4022**

**978-687-7948**

**Fax: 978-687-0703**

**E-mail: [office@northparish.org](mailto:office@northparish.org)**

