

POLICY and FEES for THE USE OF FACILITIES at THE NORTH PARISH OF NORTH ANDOVER UNITARIAN UNIVERSALIST

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 Congregational administrator or 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.

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 or by calling 978-687-7948.

If the facilities are available, and you agree to the responsibilities for building use, complete the Building Use Agreement Form (located below) and return it with your fee payment(s) to:

North Parish
190 Academy 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	\$ 150
Classrooms	\$50-75
Flex Room	\$ 75
Sexton (contact office)	\$ (to be determined)
Security Deposit	\$ 200 (to be refunded after the event less any cleanup, repair costs incurred)

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.*

The North Parish of North Andover
190 Academy Road, North Andover MA 01845

978-687-7948-- www.northparish.org -- office@northparish.org

Building Use Agreement Form

The North Parish of North Andover agrees to offer the use of space as noted below. The person signing this form agrees to accept responsibility for ensuring that all the responsibilities, terms and conditions defined in this Building Use Agreement are observed. Both sides of the form require a signature.

Event or Organization: _____

Date(s) requested: _____

Room(s) requested: Sanctuary Parish Hall/Parlor Chapel Classrooms
 Kitchen Flex Room

Arrival time: _____ Departure time: _____ Event time: _____

Lead Person Responsible for group: _____

Address: _____ E-mail: _____

Cell phone: _____ Telephone: _____

Onsite Coordinator responsible for setup, cleanup, lights out, and lock up: _____

Address: _____

Cell Phone: _____ Telephone: _____

Key Box Access Key required -- Date key received: _____ Returned: _____

Number of attendees: _____

Equipment requested: # chairs: _____ # tables: _____ other: _____

Refreshments to be served:

Breakfast Lunch Dinner Other: _____

Sexton (contact office for availability and fees): Yes No

Space Usage Fee: _____ Security Deposit: \$200 Sexton Fee: _____ Total Fee: _____

Deposit received Cleared on Calendar Congregational Administrator Initials _____

Signature of responsible lead person

Date

Mail or return the application to the Church Office. Checks should be made payable to: North Parish and mailed or delivered to: The Congregational Administrator, North Parish, 190 Academy Road, North Andover, MA 01845.

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. No nails, hooks or thumbtacks may be driven into walls or woodwork. No confetti or rice is to be thrown, either inside or outside of the church.
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.

Other Terms and Conditions

Children: Must be supervised at all time. 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.

Church Furniture and Equipment: No church equipment is to be borrowed, rented, or taken from the church by any person or organization without permission of the Congregational Administrator. Breakage or damage to the building, furniture or furnishings is to be reported to the Congregational Administrator by the person or group responsible. Said group shall be responsible for the repair of any damage.

Insurance: The North Parish of North Andover's insurance does not cover outside users, neither individuals nor groups. Outside users, agree to indemnify and save harmless the North Parish from and against all claims, judgments and liabilities. Proof of insurance may be required for renters serving alcohol.

Keys to the Church: Keys or keybox access shall be given only to bona-fide representatives of groups that have been authorized to use the building. The representative shall sign for the key with the Congregational Administrator and be responsible for its safe return promptly after the activity for which it was issued has ended. No church key shall be duplicated. The Congregational Administrator will keep a record of those authorized to have permanent possession of a keys or keys.

Organ and Pianos: Permission to use the organ or pianos for practice may be granted by Administrator and Music Director. Playing will not be permitted after 10 p.m. or before 8 a.m.

Town and State Laws: The use of the building and facilities of the North Parish of North Andover is subject to the laws of the Town of North Andover and the Commonwealth of Massachusetts. The person signing this application form accepts responsibility for compliance with these laws and the Terms and Conditions of this Application.

Signature of responsible lead person

Date

Sept 2014