

First Church in Jamaica Plain, Unitarian Universalist

6 Eliot Street, Jamaica Plain, MA 02130 Ph: 617-524-1634

First Church Rental Information and Agreement

Location:

The First Church in Jamaica Plain is located at the corner of Eliot and Centre Streets in Jamaica Plain (by the monument where Centre and South Street split). The front sanctuary entrance faces Centre Street and is accessible from a gated driveway off of Eliot Street. The Parish Hall entrance is at 6 Eliot Street.

Public Transportation:

There is an MBTA bus stop on Centre Street directly in front of the church (Forest Hills bus #39 and Jackson Center Street bus #41). The nearest "T" (train) stop is the orange line Green Street station stop and about a 7 to 10 minute walk or use the Forest Hills stop and take the #39 bus to the corner of Eliot and Centre Streets.

Parking:

On street parking is available but limited. Public parking is available in the municipal parking lot along Burroughs Place (behind Blanchard's Liquor store).

Space Info.:

The First Church consists of a large Sanctuary with pew boxes, Parish Hall (25'x35') with a 40' ceiling and small stage "4' by 20'", a Dining Room (18'x25'), a Kitchen and The Morse Room (a small meeting room). Community organization meetings, workshops, arts group rehearsals and performances, local school PTA, rummage sales, festivals, contra dances and dance classes, coffeehouses and community dinners, as well as weddings are the types of events that are usually held and encouraged by the First Church.

Rental Rates:

<i>Rental Space</i>	<i>1-4 Hours</i>	<i>4-8 Hours</i>
Outdoor Church Grounds	\$150	\$299
Morse Room (10 to 15 ppl)	\$120	\$200
Dining Room (10 to 40 ppl)	\$300	\$450
Parish Hall (100 ppl)	\$450	\$650
Parish Hall/Dining Rm/Kitchen	\$750	\$1100
Sanctuary (300 to 400 ppl)	\$700	\$1200
Piano	\$100	\$175

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Additional rental info.:

The sanctuary rate of \$700. for wedding rental does not include the Parish Hall and dining room for a reception. A sexton is required for all special events at a rate of \$15/hr. The only exceptions are for First Church member events of fewer than 50 people.

Restrictions:

Smoking and alcohol are not allowed because of liability and insurance regulations. Events may not extend beyond 11pm (cleanup may not extend past midnight). The First Church's electrical system is old and the capacity is insufficient for large sound systems and lights. A full set of regulations are included.

Payment:

Payment is required five business days in advance for all special events and must cover all related costs. A non-refundable deposit of \$200 is required for weddings and long-term events, and \$100. for special events in order to reserve the space in advance. Payment should be made out to First Church Jamaica Plain and sent to: First Church in Jamaica Plain, 6 Eliot Street, Jamaica Plain, MA 02130.

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Rental Application

Applicant Name: _____

Organization: _____

Address: _____

Phone: _____ E mail _____

Event Title _____

Main contact person (if different than applicant) _____

If corporation please **circle** one: For-profit Non-profit

Purpose/intended use of space: _____

Number of attendees: _____

Have you held events of this type before?

If yes, when and where? _____

Will the event be for members of your organization only? _____

If yes please **circle** the appropriate description you'll be instating: admission by invitation, advance ticket sales, public admission, or tickets sold at the door?

Will there be music? _____

If so, live or prerecorded? _____

Type of genre (classical, country, folk, rock, etc.)? _____

Dancing? _____

Will you be needing to rent our piano? _____

Will you be providing food? _____

Will you need to rent our kitchen? _____

If yes, are you charging guests? _____

Event date(s) requested _____

Times: Set-up _____ Hours of actual event: _____

Clean-up time: _____ Out by: _____

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Rental Request:

Request <small>(please check all applicable below)</small>	Rental Space	1-4 Hours <small>(please circle appropriate timeframe)</small>	4-8 Hours <small>(please circle appropriate timeframe)</small>
	Outdoor Church Grounds	\$130	\$299
	Morse Room (10 to 15 ppl)	\$120	\$200
	Dining Room (10 to 40 ppl)	\$300	\$450
	Parish Hall (100 ppl)	\$450	\$650
	Parish Hall/Dining Rm/Kitchen	\$750	\$1100
	Sanctuary (300 to 400 ppl)	\$700	\$1200
	Piano	\$100	\$175

Special requests: _____

Sexton fee @ \$15/hr x _____ hours = \$ _____
(must include standard half-hour setup and one hour cleanup)

Personal reference (landlord, minister, employer, etc.)

Name _____

Phone _____

Deposit enclosed: Wedding \$200, Long-term on-going event \$200, one-time event \$100

We have received and read a copy of the First Church Building Use Regulations and agree to abide by them.

Date: _____ Signature: _____

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Regulations for Using the First Church Building

1. *Designated spaces.* Only the space contracted for in the lease or User's Agreement shall be used. A charge shall be made for spaces that are used without permission. Public restrooms are available on the first and second floors. Minister's study, entryway behind the stage, the basement and storage rooms are off limits. The telephones are not available for use.
2. *Supervision.* The user is responsible for providing adequate supervision to ensure compliance with these regulations and shall appoint an individual to be in charge, subject to the approval of the First Church. This person shall be identified in the User's Agreement and shall make his or her presence known to the sexton on duty.
3. *Sexton.* The sexton on duty is a representative of the First Church and is responsible for ensuring user compliance with these regulations as well as assisting the users in any reasonable way. The sexton's interpretations of these regulations and instructions shall be observed by the user at all times. Unless otherwise stated in the User's Agreement, the sexton will be on duty on-half hour before the scheduled event and will stay one hour after the scheduled completion, to direct the cleaning. The sexton's fee is \$15 per hour and is due at the time of use.
4. *Security.* First Church reserves the right to require additional security personnel for a specific event. This requirement will be specified in the User's Agreement. Payment for additional security will be included in the total charge due to First Church. First Church will pay the additional security personnel directly.
5. *Payment.* Payment is required five business days in advance for all special events and must cover all related costs, except for regular users and tenants who shall pay according to leases. A non-refundable deposit of \$200 is required for weddings, \$200 for long-term on-going events, and \$100 for special events in order to reserve the requested space in advance. Any additional charges shall be paid within five business days after the event. Late payment shall automatically forfeit consideration for future use of the First Church facilities. Payment should be made out to the First Church in Jamaica Plain, Unitarian Universalist and sent to 6 Eliot Street, Jamaica Plain, MA 02130
6. *First Time Users.* First time users shall be required to provide a reference.
7. *Corporation with Other Uses.* It is understood that space at the First Church may be rented for concurrent use by a number of groups and individuals. Users are expected to respect each other and to conduct themselves so as to ensure the quiet enjoyment of the premises by all.
8. *Security Deposit.* First Church reserves the right to require a security deposit of up to \$1,000. for any event to cover damages, excessive wear and tear and

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- cleaning beyond the scope of the sexton's responsibilities. When required, the security deposit shall be in the form of a cashier's or certified check. The security deposit shall be returned as soon as the regular sexton has inspected and approved the conditions of the premises, usually the day following the event. In the event of damages, excessive wear and tear, or extra cleaning, an accounting will be made by First Church within five business days, and the balance of the security deposit refunded by check.
9. *Hours.* Events may not extend past 11pm. Rentals are usually between 7am and 11pm.
 10. *Set-up and Cleanup.* Each user shall be responsible for setup and cleanup of all spaces used for an event. The sexton will be present to direct these operations. Cleanup may not extend past midnight. In general, users shall leave the premises in the conditions they are found. Any cleanup work not done by the user after the event shall be performed by the regular sexton at prevailing hourly rate at the user's expense. All garbage and trash must be firmly secured in heavy trash bags and placed in the proper trash containers outside the church.
 11. *Equipment and Furnishings.* Normal use of furniture, piano, tables and chairs and cleaning equipment are included in the rental fee for the event. Piano may be used in the space assigned only when specified in the User's Agreement. Equipment and furnishings damaged during the event shall be repaired by First Church at the User's expense. First Church reserves the right to select the method of repair or replacement.
 12. *Supplies.* None of the First Church's disposable items such as garbage bags, towels or detergent are to be used.
 13. *Alcohol, Marijuana and Drugs.* Alcohol, marijuana or drugs are not permitted on the premises, except for prescription drugs which are permitted for persons with such prescriptions.
 14. *Smoking.* Smoking is not allowed in the First Church building.
 15. *Sound.* Noise levels should not offend residential neighbors.
 16. *Energy Use.* Normal light and heat are included in the charges for space. Temperature settings shall be maintained by the First Church only. There maybe surcharges for energy use if the thermostats are tampered with by the user.
 17. *Advertising.* On the day of the event notices of the event, or special instructions related to it may be taped to the exterior doors. Masking tape is the only tape approved for use.
 18. *Decorations.* No decorations can be placed on or near any of the stained glass windows. No nails may be used. Masking tape is the only tape approved for use.
 19. *Storage.* Supplies and equipment related to a particular event or type of use may be stored only in such places and during such times as may be designated in the User's Agreement or lease.

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20. *Fire Laws.* Users shall not block any exits and shall comply with all applicable fire laws, regulations and rulings of the first department.
21. *Personal Property.* First Church assumes no responsibility for personal property of building users, their personal invitees or licensees, and no liability or loss or damage to said property.
22. *Building Priority.* First Church facilities are used primarily to carry out the religious and community service purposes of the First Church, Unitarian Universalist. AS much as possible, events are scheduled well in advance. In the unlikely event that extraordinary circumstances should require the rescheduling of a First Church event on short notice, First Church reserves the right to cancel or reschedule day or time which has been previously reserved by outside users. The First Church will make every effort to reschedule a cancelled event. And if this is not possible, all of the user's fees paid in connection with the event shall be returned. The user hereby waives all claims against the First Church arising out of such cancellation or rescheduling.
23. *Interpretation.* The interpretations of these regulations shall be solely the right of the First Church.
24. *Waiver.* Failure to insist in any instances upon the strict performance of any of these regulations shall not be construed as a waiver of such regulations on any other occasion, and the regulations shall continue in full force and effort.