

**THE FIRST PARISH CHURCH
IN WESTON**

349 Boston Post Road
Weston, MA 02493
Phone: 781-893-7798
Fax : 781-647-9684
www.firstparishweston.org
Gathered in 1698



The Rev. Dr. Thomas D. Wintle
Senior Minister
Bristol Huffman
Director of Family Ministries
Betsy M. Gibson
Parish Administrator
The Rev. Dr. Harry H. Hoehler
Minister Emeritus
The Rev. Dr. Judith L. Hoehler
Minister Emerita

APPLICATION FOR USE OF FIRST PARISH CHURCH FACILITIES

EVENT NAME: _____ DATE(S) OF EVENT: _____
 APPLICANT NAME: _____ ARRIVAL TIME: _____
 (ALLOW PREP. TIME)
 APPLICANT ADDRESS: _____ DEPARTURE TIME: _____
 STREET ADDRESS (ALLOW CLEAN-UP TIME)
 TOWN, STATE, ZIP TIME EVENT STARTS: _____
 (IF DIFFERENT FROM ABOVE)
 CONTACT PERSON: _____ # OF GUESTS EXPECTED: _____
 (IF DIFFERENT FROM ABOVE)
 TELEPHONE: _____ E-MAIL: _____

RECURRING EVENT? NO YES IF YES, GIVE DETAILS: _____

NAME OF CATERER: _____ CATERER'S TEL. #: _____
 (IF APPLICABLE)

WILL ALCOHOL BE SERVED? NO YES Rate based on 4-Hour Increment

SPACE REQUESTED:	_____ SANCTUARY	\$ 575.00
	_____ CHAPEL	350.00
	_____ PARISH HALL	210.00 (opt. set-up - \$75)
	_____ KITCHEN _____ FULL USE	175.00
	_____ EQUIPMENT - NOT DISHES	115.00
	_____ BEVERAGES ONLY	60.00
	_____ PARLOR	115.00 (opt. set-up - \$35)
	_____ LIBRARY	90.00
	_____ SMALL CLASSROOM	60.00
	_____ BREEZEWAY	60.00

RENTAL FEE _____ (50% NON-REFUNDABLE DEPOSIT DUE WITH APPLICATION)

EQUIPMENT NEEDS: _____

I HAVE READ AND UNDERSTAND ALL REGULATIONS GOVERNING THE RENTAL OF FIRST PARISH CHURCH FACILITIES AND WILL SEE THEY ARE ADHERED TO.

SIGNATURE OF APPLICANT: _____ DATE: _____
 (Please sign reverse also)

-FOR OFFICE USE-

KEYS NEEDED: BREEZEWAY SANCTUARY PARLOR PIANO

DATE RECEIVED: _____ BY: _____

BALANCE DUE BY: _____ DATE/PAID IN FULL: _____ BY: _____

SET-UP DIAGRAM COMPLETED: _____ DATE CERT. OF LIAB. INSURANCE REC'D.? _____ DATE

KEYS RETURNED: _____ BY: _____

DATE DATE

First Parish Church in Weston Rental Agreement

1. **FEES:** A non-refundable fifty-percent deposit is due at the signing of this agreement (see fee schedule sheet). Balance is due two weeks before rental date.
2. **RENTAL RATE SCHEDULES:** There are two rental rates: one for members and 501-C-3 organizations and one for non-members and profit making organizations. Rentals are at the discretion of the Standing Committee and Sr. Minister. Space usage priority is given to church functions.
3. **SMOKING:** No smoking is permitted anywhere in church buildings.
4. **LIQUOR:** Use of hard liquor is prohibited on church premises. Consumption of any other alcoholic beverage is prohibited on church premises unless a fully licensed and insured bartender serves such beverages. Renter accepts full responsibility for complying with applicable laws regarding consumption of alcoholic beverages.
5. **QUALITY OF SPACE:** *(Use fees do not include custodial care. When using the space, it should be left in the condition in which it was found.)* Users should expect to find church space clean upon arrival and are required to leave it clean. Nothing may be affixed to or removed from the walls or doors without the express permission of the church administration. Cleaning supplies are in the closet next to the library door and should be returned after use. Bins in the kitchen are designated for trash and garbage, including recycling. Dishwasher instructions are over the sink, and a rack is available for damp dishtowels. Caterers are expected to supply linens and may, if desired, use church china and silverware at an addition cost. Any breakage should be reported to the office.
6. **UTILITIES:** Thermostat in parish hall, which may be turned up but will auto-reset-set to 58 degrees at 11:00 pm; all windows must be closed and locked; lights in front hall, rooms used, and gallery should be shut off, lavatories must be tidy; outside doors must be locked and key returned to parish administrator as prearranged. Renters are responsible for damage to church property.
7. **PIANOS:** Pianos are not to be moved.
8. **JUVENILE FUNCTIONS:** Special arrangements for functions for people under 18 years of age: there must be one full time chaperone per 10 juveniles. Maximum admission is 150 people (including adults). If the event is a dance, a police officer engaged by Renter must be present at all times. No one leaving the building is permitted to return. No alcoholic beverages may be used. An adult member of the church must be a sponsor of the event.
9. **RESPONSIBILITY:** Renter acknowledges that representatives of First Parish Church in Weston may not be present during the rental period. Renter assumes full responsibility for, and agrees to indemnify and hold harmless First Parish in Weston from and against, any damage to property or injury to persons caused directly or indirectly by acts or omissions of the Renter, Renter's agents, persons taking part in Renter's function, and persons on the premises with Renter's permission.
10. **ACKNOWLEDGEMENT:** I/we have read the rules governing the use of facilities at First Parish Church in Weston and agree to all the conditions therein. In signing this application I/we acknowledge authority to act, and responsibility for our group/organization.

Signature: _____

Date: _____

Print Name: _____

Title: _____

Church Co-Sponsor, if any: _____

CHECKLIST FOR USERS OF FIRST PARISH CHURCH IN WESTON

FROM THE FIRST PARISH RENTAL AGREEMENT:

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Please Make Sure These Items are Checked Before You Leave:

1. If you elected to do your own set-up and moved any furniture, it must be moved back to its original position
2. If the floor is littered with crumbs, paper, etc., it should be dry-mopped (sextons will wet-mop). There is a large dry mop in the cleaning closet to the left of the Church Library (across hall from Kitchen).
3. If something is spilled on carpet or furniture upholstery, it should be blotted up as best as possible and a note left for the office.
4. Dishes need to be washed and put away. Tablecloths are available for church use only; if used, they must be washed, dried, and returned ASAP but no later than in time for the next Sunday Coffee Hour.
5. Filled trash bags should be closed up and left in the kitchen; the sextons will take them out to the shed – try to avoid overloading bags, which makes them too heavy to lift from the trash receptacles. **PLEASE insure liquids are emptied from cups BEFORE putting into trash bags!**
6. If something is damaged or broken, a note should be left for the office OR, if on a weekend, a call should be made to Tom Wintle (508-358-6260) if something crucial to Sunday worship is affected.
7. Rest Rooms should be checked; lights are on motion-sensors – they will turn off automatically after a few minutes with no movement.
8. All indoor/outdoor lights should be turned off – the exceptions are three flood lights near the coat rack that are on motion sensors and the two flood lights outside the main door that are also motion-controlled. All doors must be checked to make sure they are locked at the conclusion of your event. If you have signed out a key, you may lock the door and then leave the key (in the envelope provided) in the pocket on the Church Office door, located on the lower level.

We thank you in advance for helping us keep First Parish in good condition!