

First Church in Salem (FCS) Rental Policy and Rates

Who Can Use or Rent the FCS Facilities?

The FCS facilities, the sanctuary, the classrooms, and the grounds are ordinarily reserved for officially sponsored church-related functions; however, we are happy to make these facilities available for use or rent to other approved persons or groups at times that do not conflict with FCS activities. The public may use or rent the Meeting House, classrooms, and grounds for such purposes as general meetings, lectures, instructional programs, conferences, weddings, memorial services, concerts, recitals and receptions. Church members, supporting friends or employees may not freely use the FCS facilities, grounds or equipment for business gain or professional/personal services. All renters must fill out a facility use/rental application and pay the appropriate rental rate for facility or equipment use needed for any activity, event, workshop, class or performance that is not sponsored by the church.

What is the Rental Rate for Facility Use?

There are three rental rate schedules for renting the FC facilities:

Community Rate - for FC supporting friends and the general public.

Non-profit Rate - for renters providing documentation of their status of their status as a non-profit with the State of Massachusetts.

Member/Staff Rate - for renters who are Members of First Church, as per the bylaws, or members of the staff.

Rental prices may be reviewed each fiscal year (July to June). New fees will go into effect upon approval of the board.

LIFE EVENTS (such as weddings, memorial services, baptisms) – Please contact the office directly: firstchurchinsalem@gmail.com or 978-744-1551.

Please note the following:

- ***Church Sponsored events are given precedence in the calendar.***
- ***Certain requests may need approval of the Standing Committee.***
- ***The Standing Committee reserves the right to adjust fees as needed.***

When are the Rental Fee and Agreement Form Due?

If you are a one-time or short term recurring user, you must turn in a completed **Rental and Building Use Form** at least six weeks prior to your event date. Once your event is approved and your event is added to the calendar, you must pay a retainer fee of 25% of the total rental fee and return a **signed Rental Agreement and Contract** to hold the date. At least three weeks prior to your event, you must pay 50% of the total rental fee. You must pay the remaining 25% of the total rental fee and any new charges at least one week prior to the reserved event date. At any time, you may pay the full rental fee or remainder of the fee once your event is approved.

On a separate check, you will also need to provide a \$250 cleaning deposit for rental of the sanctuary and/or the deposit for rental of any of the other rooms (non-wedding events). The cleaning deposit will be refunded provided you follow the instructions contained in the **Rental Agreement and Contract**. If staff has to do any cleanup of facilities after your event then you will be billed at \$25 an hour (any part of an hour equals an hour of work). If several people assist with the cleanup then more may be charged per hour. There is a \$75 overflow charge for outside trash containers that will be charged against this deposit.

If you are a new ongoing user, the Administrator will arrange your payment schedule once the Standing Committee reviews your request.

For all other renters, a retainer fee of 25% of your total contract (except cleaning deposit) for all selected rooms or spaces will hold your reservation date. If you must break your signed and approved contract prior to your event, this fee will not be returned. Any additional funds paid toward your contract will be reimbursed.

What are My Responsibilities as a Renter?

Your responsibilities are outlined in the **Rental Agreement and Contract**. All non-sponsored users of the facilities will need to obtain general liability insurance for use of the facilities. A **Certificate of Insurance** must be provided at least one week in advance of your event with at least \$1-million in liability coverage that names the First Church in Salem, UU as an additional insured. A copy of this liability insurance must be attached to your approved Agreement.

Note: If you plan to serve alcohol (beer, wine, liquor, etc.) at your event, you must obtain general **Liquor Liability Insurance** and include a rider to the above liability insurance to cover the serving of alcohol at your event.

Members and Staff are encouraged to obtain a liquor liability insurance rider if alcohol is to be served at their non-church sponsored event.

Note: Alcohol may be served at church sponsored events if it is incidental to the main activity (e.g. wine or beverage served with food at an event). No additional insurance is required.

Insurance guidelines: If there are questions about insurance requirements, please contact Catherine Bertrand for clarification.

Use of Equipment

The facilities and equipment of First Church in Salem, UU are meant primarily for use by church members to serve the purposes of church organizations and church ministries. In order to be good stewards and to obtain the maximum life expectancy for our church-owned equipment, we do not permit the loan of church equipment to outside organizations or to individuals (including members, friends, and staff) for personal or other non-church-related use outside the church facility and grounds.

For church-sponsored activities, the following policy applies:

Other portable equipment (including chairs, tables, coffeepots, etc.,) may be borrowed for church-sponsored activities off-campus. Requests for equipment for church-related activities will be handled by the Church office and fulfilled on a first-come, first-served basis. Borrowed equipment should be returned to the church in the same condition as when borrowed, and within three days (ordinarily no later than 8AM Sunday) after the event.

Special church-wide events such as worship services off-site may qualify as exceptions to the above general rules, and must be approved by the Standing Committee.

Room Rates

Meeting House/Fellowship Rooms/Kitchen Use up to 4-hour** rental, including setup, event, and cleanup time. (Note: you will not be reimbursed for time not used during your reserved time period.)

Event	Community Rate	Non-profit Rate	Member/Staff Rate
*Wedding Ceremony including Rehearsal: includes Meeting House and both Fellowship Rooms	\$350	N/A	N/A
Memorial Service: Meeting House and both Fellowship Rooms	\$225	N/A	N/A
Meeting House: Concert/Music Event	\$500	\$300	N/A
Small Events: Cleveland and Barnard Rooms	\$250	\$150	\$125
Ongoing Meeting, Class, or Religious Service/Activity per use	\$125	\$100	\$75

Willson Hall 4-hour rental including setup, the event, and cleanup

Event	Community Rate	Non-profit Rate	Member/Staff Rate
One-Time Event	\$400	\$275	\$175
Ongoing Meeting, Class, or Religious Service/Activity	\$175	\$100	\$50

Classrooms 4-hour rental including setup, the event, and cleanup

Event	Community Rate	Non-profit Rate	Member/Staff Rate
One-Time Event	\$200	\$125	\$75
Ongoing Meeting, Class, or Religious Service/Activity	\$100	\$75	\$35

Event	Community Rate	Non-profit Rate	Member/Staff Rate
Conference use – full building use (Fridays & Saturdays only)	\$2000	\$1500	\$1000

Administrative | Staff | Building Fees

Event	Rate
Sexton	\$25/hr [4 hour minimum]
Administrator	\$25/hr if needed onsite
Order of Service creation and print	\$50
Hourly Rental Rate Overage	\$50/hour
Use of Meeting House sound system*	\$75* \$125 includes technician
Tuning fee if piano is moved	\$125

*The sound system in the Meeting House is available for renters, under the following conditions:

renter pays the applicable sound system rental fee, and either

- (1) the renter is trained on the use of the sound system by a sound system coordinator, or
- (2) the renter arranges for a trained member of the congregation (selected from a list provided by the Administrator) to operate the sound system during the event.

Renter should contact the Office Administrator for assistance in contacting the sound system coordinator or a trained member of the congregation.