

First Parish Church of Stow and Acton

Building Use Policy

Policy # 008

Revision # 01

I. POLICY STATEMENT

First Parish Church of Stow and Acton (FPC) encourages diverse and responsible use of the buildings and facilities on our campus. We welcome church members and friends, as well as community and civic organizations and other individuals who share our vision and resonate with our Unitarian Universalist principles. We are open to their use for social, cultural, business, civic, and other gatherings. This policy will cover one-time events such as parties and weddings, as well as ongoing activities such as classes, rehearsals, and meetings. This policy will specify the conditions under which people can enjoy the use of our buildings.

II. SCOPE

The policy, with accompanying procedures, outlines the responsibilities of those using the buildings. It covers applicable fees; guidelines for using kitchen, tables, chairs, other furnishings and musical instruments; consumption of food and beverages; security; energy usage; clean up and maintenance of the space; scheduling; and communications within the governing organization and staff of FPC. It defines the roles of the staff and governing bodies of FPC in assuring constructive, appropriate and positive use of the buildings and facilities.

III. RESPONSIBILITY

It is the responsibility of the Church Administrator to maintain a calendar of all events held on the campus.

1. The Administrator is responsible to schedule use of the buildings for all members and staff, charge and collect appropriate fees. The Administrator will keep an accounting of the funds generated and forward those funds to the Church Treasurer on a timely basis.
2. The Coordinator of Outside Rentals is responsible to schedule the buildings for all other requestors, and will work with the Administrator to maintain the schedule. The Coordinator will charge and collect appropriate fees. The Coordinator will keep an accounting of the funds generated and forward those funds to the Church Treasurer on a timely basis.
3. The Administrator and Coordinator will also inform those using the building of the Building Use Policy/Guidelines by giving them a copy of the Policy/Guidelines and reviewing it with them.

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Most fees are listed in the Rental Fees brochure. For users required to pay a fee, the date and time of use will not be considered reserved until the user has paid a 25% deposit. If the fees are negotiated with FPC, an amount will be agreed upon as a deposit. Users are expected to complete payment of all fees no later than immediately following the completion of the event.

For those using the facilities on a regular, scheduled basis, the Board of Trustees will negotiate and administer a contract covering a duration of no more than one year.

Those using the buildings who do not comply with the Building Use Guidelines will be subject to additional charges. These will apply to extra costs associated with cleaning, repairs, replacement of broken or damaged items, consumption of supplies, telephone usage, or any other additional costs incurred due to non-compliance.

IV. TYPES OF USE

1. Members' use of FPC facilities for functions that are sanctioned by official FPC committees or the Board shall be free of charge. Examples of official groups include Fundraising, Social Justice, Membership, Adult Programs and Music. Examples of activities include the coffeehouses, Guest Table, FPC Auction-related events, occasional music performances put on by FPC for the community, anti-racism workshops, Drag Bingo, Soup and Games nights, and Bridge Group.

Members who use the facilities for these purposes will be required to ensure that the facilities are returned to good order after use. The member may either pay the church for the sexton's services and materials to clean the facilities or the member may clean the rooms themselves. If they do not clean the rooms appropriately, they will not be allowed to use the rooms again until they have paid the church for cleaning.

2. Members' use of FPC facilities for one-time functions that have a direct charitable or community enhancement purpose, i.e., directly support the wider community and do not directly collect funds, shall be free of charge. This includes Girl Scout cookie baking, Boy Scout use to support their programs, and free performances by charitable organizations. The cleaning requirements in Item #1 apply here as well.

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4. Members who use FPC facilities for ongoing functions that support UU principles shall negotiate rental costs separately with the Board of Trustees. An example includes weekly rehearsals of the Sounds of Stow chorus.
5. Members who use FPC facilities for functions for private use or that have an indirect charitable purpose shall be charged member rates. This includes fundraisers for charitable organizations, occasional meetings by charitable and other non-profit organizations, political fundraisers, private parties or other functions, fee-based concerts put on by non-profit organizations, and private art shows.
6. While requests for use of FPC facilities by non-profit groups such as NAMI and Alanon might not be generated by members, these activities can be considered to fall within the purview of Item #2 above at the discretion of the Board.

V. DEFINITIONS

Facilities: This refers to all the buildings on the church campus, including but not limited to: Fellowship Hall, Church Building, Connector, Parsonage, Carriage Shed, and Pie Stand. It is also intended to include the grounds around the buildings.

Church Members: This is defined as a person who is currently and has been a contributing member for at least 6 months.

Campus: This refers to the entire property of FPC.

VI. REFERENCES

Building Use Guidelines (9/20/2018)

Rental Fees (undated, published 9/20/2018)

VII. APPROVAL SIGNATURES

On behalf of the Board of Trustees

[Mark Koenig] 4/25/2019

FPC President / Date