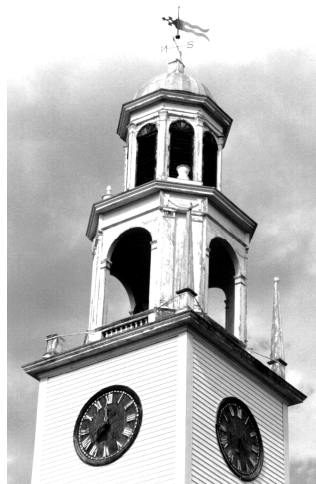


**FIRST PARISH CHURCH  
OF NORTHBOROUGH  
UNITARIAN UNIVERSALIST**

40 Church Street  
Northborough, MA 01532  
(508) 393-6422



**YOUR EVENT  
at  
FIRST PARISH CHURCH**

We welcome you to our beautiful and historic church.  
People have gathered here to celebrate in the Meeting House of  
The First Parish in Northborough since 1746.

Minister: Rev. Dr. Judith E. Wright



**PARISH HALL OR MEETING HOUSE  
BUILDING USE RESERVATION FORM/FEE SCHEDULE**

**DATE(S) AND TIME(S) REQUESTED:** \_\_\_\_\_

Please make your reservation for the entire time you will need for your event, including set-up and clean up.

Circle Space(s) Requested: Parish Hall   Meeting House   Clara Barton   Other \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: (h) \_\_\_\_\_ (w) \_\_\_\_\_ (c) \_\_\_\_\_

Email Address: \_\_\_\_\_

Are you a member of the church? \_\_\_\_\_

How did you hear about First Parish? \_\_\_\_\_

*I/We assume personal responsibility for the reasonable care of facilities including facilities during our use of them. I/We have read and understood the Guidelines and Requirements and Instructions for Renters for the Use of Meeting House and Parish Hall at the First Parish Church of Northborough and agree that they become a part of this agreement and that we will abide by them.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

|  |           |
|--|-----------|
| Weekends from Friday at 5pm to Sunday at Midnight<br>\$40 per hour, two hour minimum; \$10 per hour additional | \$        |
| Weekdays<br>\$25 per hour, two hour minimum; \$10 per hour additional  | \$        |
| Heat Surcharge: \$5.00 per hour October 15-through April 15  |           |
| Add \$50.00 Building Event Stewardship<br>May be required for first time users or at request                   | \$        |
| <b>TOTAL</b>   | <b>\$</b> |
| <b>Date received/check #/initials</b>  |           |
| <b>\$100 Security Deposit received/check #/initials</b>  |           |

*Rental rates are subject to change annually, usually at the start of the July 1 fiscal year.*

In addition to the building use fee is a refundable security deposit of \$100.00. The fee is payable by separate check, which will be returned to you uncashed upon the return of building key(s), provided the facilities are left in good order, with no damage and no excessive cleaning necessary. Please try to leave our facilities in the same or better condition as you found them.

**To secure your reservation, the entire rental fee must accompany this form.** Mail to: Administrator, First Parish Church, 40 Church Street, Northborough, MA 01532. Confirmation will be mailed back to you if necessary.

**FIRST PARISH CHURCH OF NORTHBOROUGH  
GUIDELINES AND REQUIREMENTS FOR USE OF MEETING HOUSE AND PARISH HALL**

CANCELLATIONS BY THE RENTER

If you decide to not use our church, we would appreciate letting us know. Please make a call to 508-393-6422 or send an email to office@firstparishnorthboro.org. With advance notice, we can provide partial refunds as follows:

- With one month notice: full refund
- With less than one month but more than 2 weeks notice: 50% refund
- With less than two weeks but more than 1 week notice: 25% refund
- With less than one week notice, no refund is available.

MAINTAINING THE FACILITIES

- Please be careful of the Church property.
- Please be courteous to others who use the space, leaving it at least as clean as it was when you arrived.
- Please use the green recycling bins located under the windows for all items that can be recycled.
- Please let us know if you notice that the trash or recycling bins need to be emptied.
- Smoking is only permitted outdoors.

USE OF EQUIPMENT AND SPECIAL FACILITIES

Use of appliances, downstairs meeting room(s) and audio/visual equipment is by special arrangement in advance of use. Such use may involve an additional rental charge.

SAFETY AND SECURITY CONSIDERATIONS

It is important to keep all exits open and accessible. Please do not put any chairs, table, or other items in front of exit pathways. Also, please be sure the Hall is locked before you leave.

LEGAL CONSIDERATIONS

The renter agrees to indemnify the Church and its agents against all claims related to the rental. First preference in making facilities available is to the Church community and to those events that contribute to Church principles and ideals.

The Church reserves the right to cancel events under emergency conditions. Every effort will be made to honor reservations insofar as possible and to provide as much notice as possible if cancellation occurs. Among reasons for cancellation would be concerns for safety of building users. Church liability, and that of its agents, is limited to the return of the rental fees.

ASSISTANCE

If you encounter problems with the facility at the time of use, please contact the building event steward listed below. A backup contact is also shown.

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ (or may be on site.)

Backup: \_\_\_\_\_ Phone: \_\_\_\_\_

**ALSO READ "INSTRUCTIONS FOR RENTERS" ON REVERSE**

## INSTRUCTIONS FOR RENTERS

Your reservation time for the hall must include the time you need to set up and clean up. *Example: Your party starts at 7PM and is over at 10PM, but you will need two hours to set up and one hour to clean up. You should rent the hall starting at 5PM and ending at 11PM.*

You are renting only the Parish Hall, kitchen area, and bathrooms -not the downstairs classrooms! Please do not allow your children to play in the downstairs classrooms. They are not available for rental.

The heat will be pre-programmed to come on during the time of your use. The thermostat is located on the right side wall facing the stage. Up and down switches may be used to adjust the temperature. Please do not adjust any other switches. If there is a problem with the heat, the names and phone numbers of individuals that you can contact for help are posted next to the thermostat. If the blowers, associated with the heating system, disrupt your event, they may be temporarily shut off. The switch is located in the foyer to the right of the doors between the foyer and the hall. **Please remember to return the switch to the on position when finished.**

If you use the spare refrigerator, it must be emptied and unplugged before leaving and doors must be left ajar.

You are responsible for restoring the buildings and grounds to their original state at the end of your use, including cleaning up and returning all furniture and other items to their proper places, turning off all lights and closing and locking all doors and windows. There is a broom closet in the kitchen to the left of the back door. There is also a large dry mop behind the right exit door as you face the stage. **Please sweep the floor before you leave.**

There are four fans you can use. They can be found somewhere in the Hall without too much effort. Look on/behind the stage. **Please close the windows before you leave.**

Please bring your own bags and containers if you think you will have leftover food to distribute to your guests. Do not use up all of ours! Bring your own coffee; do not drink ours, please.

Instructions for using the stove, dishwasher and coffeemaker are posted next to these appliances. **TURN OFF ALL appliances when finished. Please remember to turn the mail gas valve off after using the stove.**

All trash and garbage must be removed and secured in the trash container located in the back parking lot behind the buildings. The key for the container is on a hook on the side of the cabinet to the right of the kitchen sink. Please place all rinsed recyclable items in the designated containers.

After checking all outside doors to be sure they are locked, you may drop the key through the mail slot in the downstairs back door. **There is a \$25 key replacement fee**, so be sure to return it! Your security deposit will be returned to you after the hall is determined to be in satisfactory condition and the key is returned.

We appreciate you caring for our property. Please treat it as you would your own.