



First Church Congregational, Boxford – Event Rental Use Agreement

Event Title: _____

Event Date: _____

Deposit Fee: \$50 with the remainder of ____ due 14 days before the event.
Please enclose the deposit with this signed form

RENTAL AND USE REGULATIONS

The First Church Congregational Boxford, or FCCB, Rental Agreement is non-transferable and is only valid for the rooms, times and event(s) specified in the Request for Use of Space.

_____ (hereafter, the RENTER) agrees to comply with all guidelines and policies as set forth in the agreement. If there are any changes to this agreement, FCCB reserves the right to require a new agreement to be approved by FCCB and the RENTER.

RENTAL RATES/PAYMENT/OTHER FEES

1. Deposit:

A deposit of \$50.00 is required to complete the reservation. A check payable to "First Church Congregational Boxford" must be submitted to the church office before this reservation will be considered final. The remainder of the event fee is due in the FCCB church office 14 days before the event.

2. Payment:

The rental payment is due in full 14 days before the scheduled event date or at the time of the reservation, whichever comes last. Checks should be made payable to "First Church Congregational Boxford."

3. Time:

Rental time includes setup and cleanup. The standard event fee includes four (4) hours of total event time. Additional rental time is booked in one hour increments. The RENTER is responsible for setup and break down unless the RENTER pays additional sexton fees.

4. Cleanup:

The RENTER agrees to leave rooms/or areas in at least as good of condition as they found them.

5. Damage:

The RENTER agrees to submit a refundable \$200.00 cleanup/damage deposit payable at time of reservation. This deposit will be refunded if rooms/or areas are left in at least as good condition as before the event.

6. Refunds:

No refund of the basic deposit will be given if cancellation is less than 4 days prior to the use. There are no refunds for a portion of a time slot not used.

7. Cancellation:

The FCCB reserves the right to discontinue any rental contract if the activity proves disruptive to neighbors or concurrent users. The agreement can also be cancelled if the RENTER does not adhere to the terms of the contract.

LIABILITY/LICENSES/ADVERTISING/TICKET SALES

1. If FCCB is destroyed or damaged by fire, extreme weather event or any other situation out of FCCB's control, this agreement will be null and void and renter/user will receive a full refund. However, the FCCB will not be responsible of any incidental or consequential losses resulting from the cancellation of this agreement.
2. The RENTER agrees to use the building and grounds responsibly and adhere to fire, safety and health codes, including maximum occupancy regulations (240 in both the sanctuary and FLC).
3. The FCCB assumes no liability for loss, theft, property damage or personal injury related to the use of FCCB property by the RENTER. The RENTER will be held responsible for payment of any and all damages to the building, furnishings, fixtures or equipment, whether caused by the RENTER or any members of the rental party.

POLICIES/CODE OF CONDUCT/MULTI-USE

1. Multi-use:

The FCCB may have simultaneous users. Renters should assume there is a group before and after them, and concurrent events. Renters/users are required to ensure that attendees minimize noise, remain in the rooms rented, clean up space after use, and are courteous to other renters/users. The signer of the rental agreement is responsible for the attendees of their event.

2. Children:

Children must remain supervised at all time and in the rented rooms throughout the event. Children should not be allowed to run, roughhouse, or play on the staging and equipment inside the buildings.

3. Storage:

No apparatus, furniture or equipment other than what was disclosed in the rental contract is to be moved into the FCCB without prior approval from the Office Administrator. These items must be promptly removed after use. No furniture from the inside of the building(s) can be moved outside without prior approval from the FCCB.

4. Event Plan:

The RENTER is required to complete a **Request for Use of Space Form** at the time of the reservation including any information pertinent to the FCCB to determine space arrangements, special services, and equipment necessary to the staging and proper management of the event.

5. Set up:

The set up of chairs, table, etc is the responsibility of the RENTER with the help of the sexton of the FCCB. Doors and hallways may not be blocked at any time. If the FCCB asks that something be moved, the RENTER must comply with the request.

6. Parking:

Do not block any driveways. Access in and out of the property must be free flowing at all times. Note that the driveway paralleling Georgetown Road is a Fire Lane and not usable for parking.

7. Alcohol:

No alcohol is to be served or consumed on FCCB property. There is no smoking permitted in any of the buildings on FCCB property.

8. No glitter, rice, bird seed or other materials are to be thrown inside or outside. If there is any foreign material remaining after the event, the RENTER is responsible for complete cleanup.

9. Food:

The Family Life Center has a kitchen area for serving/ preparing food. Food may be served outside on the grounds at any time. Care should be taken with clean up after an event that has served food.

The Coggin Room in the main building has a small kitchenette acceptable for coffee and refreshments service.

10. Lock up:

RENTERS must close and lock all windows, close and lock all exterior doors at the end of their day's event and verify that all cleaning obligations have been fulfilled.

FCCB will permit access upon execution of a contract with full and specific disclosures and payment of rental fees as specified in rental agreement.

SIGNATURES

I agree to the above terms for renting/using the facilities of the FCCB. I understand that if these terms are not followed, the Center reserves the right to refuse rental/use to me and/or my organization in the future and can cancel the current rental agreement with no refund.

RENTER

Signature _____ Date _____

FCCB

Signature _____ Date _____

For Internal Use

Date Paid: _____

Check #: _____