

Building Use Application

Return completed forms to the church,
Attention: Building Use Coordinator

First Parish Church of Berlin

978-838-2575 secretary@fpcberlin.org
24 Central Street, Berlin, MA 01503

PRINT Name & Address of Person Responsible: _____

Organization/Function type: _____

Telephone Contact: Day _____ Evening _____

Email of Contact Person: _____

Date Requested: _____

Time Requested: Begin _____ Approximate End _____

Space Requested (circle) Children's Church Meeting Room Rice Chapel Parish Hall

Meeting House/Central Hall Meeting House/Sawyer Hall Will kitchen be used? Yes No

The Sanctuary/Auditorium is only available with special permission.

Any worship service must have the approval of the Minister and Board of Deacons of First Parish Church.

Signature of Person Responsible for Event: _____

Return to the Building Coordinator one copy of this application along with **three separate checks**:

1. One check for security deposit (made payable to First Parish Church)

\$50 security deposit will be required with this application and returned after inspection of the facility (please see attached checklist of your responsibilities).

2. One check as donation for use of building (made payable to First Parish Church)

\$100 minimum donation per four hours of building use.

\$35 fuel surcharge applies if thermostat is raised.

\$25 charge applies if kitchen is used.

3. One check for sexton fee (made payable to the appropriate sexton)

A sexton (janitor) will be retained at the following rates:

\$35 for Meeting House rooms, sexton Judy Christensen.

\$25 for Parish Hall and Children's Church rooms, sexton Nancy Anderson.

- **You will be added to the calendar upon receipt of this application and appropriate checks.**
- Building use requests & key distribution are processed on Mondays, 2-3pm, September through June.
- Fundraising events require special permission from the Church Council and a contribution is requested.
- Building thermostats are maintained at 60 degrees. Thermostats may be set at 65 degrees and returned to 60 degrees when leaving.
- ➔ **CHURCH EVENTS TAKE PRECEDENCE.** First Parish Church reserves the right to rescind or reassign the reserved space should it be needed for a memorial service or reception. Other portions of the building may be in use by other groups.
- ➔ **MAINTAIN A FIRE LANE!** Cars may park on south side of access road in front of each building. Additional parking on Carter Street and Woodward Avenue..Parking on pavement ONLY.
- ➔ No TAPE or STAPLES on WALLS or WOODWORK.
- ➔ **Do not block our mailbox** on Carter Street Monday through Saturday.
- ➔ No alcohol or smoking in any church building.

Please respect our church buildings and property.

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Return key and this completed form to Building Use Coordinator after your function.

Building use requests & key distributions are processed on Mondays, 2-3pm,
September through June, excluding holidays. Call the church office to schedule appointment.

CHECKLIST OF RESPONSIBILITES

Leave the space in satisfactory condition.
Failure to do so may result in the loss of your security deposit.

- Remove all decorations (inside and out).
- Put away tables and chairs.
- Clean up any food from counters, floor, stove and oven.
- Remove your food from refrigerator, wipe up any spills.
- Wash and put away any dishes used.
- Wash counters and sinks.
- Turn off dishwasher; empty dishwasher drain; clean filter basket.
- Sweep floor.
- Place all trash from building (including bathrooms) into covered barrels with lids secure.
- Turn thermostat down to 60 degrees.
- Turn off lights.
- Lock outside doors (including meeting house elevator doors if used).
- Return key and signed checklist to the church office.

Print Your Name

Date

Organization

Your Signature