

Maple Street Congregational Church, UCC
90 Maple Street
Danvers, MA 01923
Tel: (978) 774-4510
E-mail: info@maplestreetchurch.org

STEPS TO FACILITY USE SCHEDULING

- 1.** Fill out a *Room Use Request / Agreement* form. One is included in this guide or you may obtain one from the church office or at our website: www.maplestreetchurch.org under the Contact Us tab.
- 2.** Attach any additional information you feel might be useful in helping us determine if we can accommodate your group.
- 3.** Return the completed *Room Use Request / Agreement* to the Church Office at least 3 weeks in advance of the event.
- 4.** The Board of Trustees will then evaluate your request and you will be notified if it is approved or not approved.
- 5.** After approval the form will be returned to the contact person for review and initials if any changes have been made to the initial request.
- 6.** Applicable fees are due at the Church Office at least 1 week prior to the event or meeting.

THE FEE SCHEDULE WILL TAKE EFFECT ON JANUARY 1, 2010

Church Building Use Policy

Maple Street Congregational Church, UCC

1. Use only the space that is assigned to your group.
2. The space is identified on the Room Use Request/Agreement form to be filled out by each group's contact person. The request form also serves as the Room Use Agreement to be signed by the group's contact person who is responsible for the group. This request form needs to be filled out within one week of receipt and returned to the Church office 3 weeks in advance of the event or first meeting of the group.
3. Access to the Church for the approved activity/meeting is through the Church's rear entrance. The contact person is responsible at all times for the key to the back door of the Church. If the group is no longer meeting, the key must be returned to the Church office.
4. The contact person is also responsible for unlocking the back door for meetings that are not during regular Church office hours. The back door should not be left propped open.
5. If at any time there is a change in the contact person of the group, a new Room Use Request / Agreement form must be completed.
6. Let the Church office know if your request includes the Baby Care Room. Children must be supervised at all times. No food or drink is allowed in the Baby Care Room.
7. A room plan will be posted on the wall in each room. Each group should leave the room according to that plan (location of tables, chairs, etc.)
8. Limited space is available for storage for an additional fee. All groups will contact the Church office to arrange for storage space if needed. These storage spaces must be kept clean and organized at all times or the group will lose its storage privilege.
9. When you are meeting in a classroom space please respect the Worship Center by placing nothing on it.
10. Leave the room clean. Wipe up all spills on tables and floor. Do not throw cups/cans with liquid into the trash. Take them with you when you leave. If the trash can is 3/4 full, remove the trash bag and replace it with one that is in the bottom of the trash can. Take the trash bag and place it in the dumpster outside the back door entrance to the Church.
11. Turn off room lights at the end of your meeting and close all windows. If your group is the last one to leave the building, turn off hall lights and lock the back door of the Church.

Church Building Use Policy
Maple Street Congregational Church, UCC

12. The contact person is responsible for providing adequate supervision. If your group meets during regular church office hours (M-F, 9-1) this person will check in with the Church office staff at the start of the first meeting.
13. **NO smoking** is allowed in the Church building or on Church property including the rear parking lot and the area near the dumpsters.
14. **NO alcoholic beverages** are allowed on the Church property.
15. Parking in the Church parking lot or designated handicapped parking spaces is available only during the period of time that a group has contracted to use the facility. Parking is available on a first-come, first-served basis and excludes certain spaces that may be specifically reserved for staff of the Church during working hours. The Church is not responsible for damages to any vehicles parked on or using any portion of its premises.
16. The Church is not responsible for theft or damage to personal property.
17. Arrangements for access into the Church facility will be made upon approval of the Room Use Request and the signing of the Acceptance of Responsibility by the contact person for the group.
18. The Church reserves the right to pre-empt any facility use for its own in cases of emergencies or unexpected events such as funerals. The Church also reserves the right to cancel any group event or meeting if necessary to meet the needs of the Church. Notice will be provided as early as possible and the Church will work with the group to reschedule the meeting/event to another mutually convenient time.
19. Organizations renting space at Maple Street Church must forward an original Certificate of Insurance naming Maple Street Church as **additionally insured**.
We must have this certificate on file prior to use of the rented space.
20. Failure to comply with the Building Use Policy will result in Groups being prohibited from using the building.

Maple Street Congregational Church, UCC
90 Maple Street
Danvers, MA 01923
Tel: (978) 774-4510
E-Mail: info@maplestreetchurch.org

ROOM USE REQUEST / AGREEMENT
PLEASE COMPLETE ENTIRE FORM

Name of Organization _____

Contact Person _____

Address _____

Phone # _____ E-mail _____

Organization's Purpose _____

Event Name and Description _____

Date of Request _____

Date(s) Requested _____ Start Time _____ End Time _____

Will the event be recurring?:

_____ One time only _____ Monthly
_____ Weekly _____ Multiple days

Which day of the week? (circle one)

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

ROOM USE REQUEST / AGREEMENT P. 2
PLEASE COMPLETE ENTIRE FORM

Room(s) Requested including fee schedule:

_____ Meeting Room (15 people max) (\$20 per hour)

Approved _____ Room Number _____

_____ Meeting Room (30 people max) (\$30 per hour)

Approved _____ Room Number _____

_____ Social Hall (350 max) (\$50 per hour)

Approved _____

Anticipated Number of Participants _____

Will food or drink be consumed? _____ Yes _____ No

Special Needs or Requests _____

Room Configuration Requirements (# chairs, tables, etc.)

ROOM USE REQUEST / AGREEMENT P. 3
PLEASE COMPLETE ENTIRE FORM

ACCEPTANCE OF RESPONSIBILITY

I agree to be responsible for the conduct of those coming to, or participating in, the activity for which this application is being made, and for any damage that occurs as a result of this activity. I will remove all signs and decorations posted by my group immediately after the meeting/activity has ended. I have read and understand the Building Use Policy, a copy of which is attached, and agree to the terms and conditions contained in the Building Use Policy and that (Name of Group) will use the Church property in accordance with the Building Use Policy.

Signature: _____

Print Name: _____

Title: _____

Date: _____

Original Certificate of Insurance naming Maple Street Church
as **additionally insured** on file _____