



Maple Street Congregational Church, UCC

90 Maple Street

Danvers, MA 01923

(978) 774-4510; info@maplestreetchurch.org

Instructions on Maple Street Church Building/Room Rentals

1. Fill out a Building/Room Rental Request form. One is included in this guide or you may obtain one from the church office or at our website:
<https://www.maplestreetchurch.org/request-building-use>
2. Attach any additional information you feel might be useful in helping us determine if we can accommodate your group.
3. Return the completed Building/Room Rental Request form 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.

Name of Rental Party _____

Requested Date _____

Approved _____

MSC Church Building Use Policy for Rentals

1. Use only the space that is assigned to your group.
2. The space is identified on the Building/Room Rental Request form to be filled out by each group's contact person. The request form also serves as the Rental 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. If your contact person has been issued a church key for your event that key will be to the Church's rear entrance. The contact person is responsible at all times for the key to the back door of the Church. The key must be returned to the Church Office as soon as event is over.
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 Building/Room Rental Request 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.

12. The contact person is responsible for providing adequate supervision. If your group meets during regular Church Office hours (M-F, 9-12; summer hours M-TH, 9-12) 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 Building/Room Rental Request form 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. 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. This will not affect scheduled weddings or funerals in the church.
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 this Building Use Policy will result in groups being prohibited from using the building.



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

Building/Room Rental Request Form

PLEASE COMPLETE THE ENTIRE FORM WHICH SHALL BE THE AGREEMENT BETWEEN BOTH PARTIES.

Name of Organization: _____

Contact Person: _____

Address: _____

Phone: _____ E-mail: _____

Organization's Mission/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

***If rehearsal time is needed ahead of the event please note that above in the dates requested (there will be an added fee for non-wedding events rehearsal times).**

Anticipated Number of Participants: _____

Will food or drink be consumed: Yes No

Special Needs or Requests:

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

Wedding or Funeral Questions:

1. Will you be needing to use one of our ministers?
2. Will you be needing to use our organist, pianist, and/or musician?
3. Please be in touch with the Church Office at your earliest convenience to make sure ministers and musicians are available for your specific dates.

Special Needs or Requests:

Fee Schedules

1. **Meeting Room** (15 people max) (\$20 per hour)

Approved _____ Room Number _____

2. **Reception Room** (30 people max) (\$30 per hour)

Approved _____ Room Number _____

3. **Social Hall** (350 max) (\$50 per hour)

Approved _____ Room Number _____

4. **Parking Lot** (26 max) (\$20 per hour)

Approved _____ Room Number _____

5. **Sexton Fee** (\$50 per hour) (this is required if any set up/breakdown/keys-locking up outside of church hours)

Approved _____ Room Number _____

6. **Funerals** (Sanctuary: Non-member \$350; Members & Immediate Family \$0)

Approved _____ Room Number _____

7. **Weddings** Because of additional time and overhead costs associated with each wedding, it is necessary for the Church to charge the following fees which cover the organist, coordinator, and use of the sanctuary or chapel. The minister will discuss his/her fee with the couple. Rehearsal time is covered by these fees.

Sanctuary Wedding (Non-member: \$750) (Members and immediate family \$350)

Chapel Wedding (Non-member: \$550) (Members and immediate family: \$350)

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 and/or activity has ended.

I have read and understand the MSC Church Building Use Policy for Rentals, a copy of which is attached, and agree to the terms and conditions contained in the Building Use Policy for Rentals and that (name of group): _____ will use the Church property in accordance with the MSC Church Building Use Policy for Rentals.

Signature: _____

Print Name: _____

Title: _____

Date: _____

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