

Rental Policy
First Parish Unitarian Universalist in Medfield
Effective: Jan. 1, 2023



First Parish Unitarian Universalist Medfield
26 North Street, Medfield MA 02052
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- The FPUU facilities and grounds are smoke free.
- Nothing may be put on the walls.
- No food or drink is permitted in the Sanctuary.
- Extra fee added for any special cleaning required before event.
- Lights used during occupancy must be turned off upon leaving.
- Thermostats are located in the Sanctuary, the Vestry, and the U-House. If the temperature is changed, it must be returned to its original setting.
- Upon leaving the facility, users will place all rubbish in proper containers and return all chairs, tables, and other furniture to original positions or storage areas. Failure to do so will result in loss of deposit.
- All doors must be checked to insure that they are closed and locked.
- Restitution for any damage, beyond normal wear and tear, will be the responsibility of the individual signing for the sponsoring group.
- For renters paying to use kitchen facilities, it is expected that users will leave all areas in a clean condition. Rubbish is to be placed in provided containers. Significant refuse generated by the event shall be removed from the building/ grounds and properly disposed of. All recyclable materials (and only recyclable materials) are to be deposited in marked recycling receptacles.
- Renters who uses the kitchen without having contracted to do so beforehand will be charged the appropriate rental fee and/or will not be refunded their deposit.
- First Parish UU of Medfield cannot be held responsible for any items left behind or stored on the premises.
- Have a good event!
- Return key.

PLEASE NOTE: Permission to use or rent the premises is not an endorsement of the event or the work or policies of any party and may not be represented as such either in wording or in the manner in which the event is positioned promotionally. Advertising of events shall designate the place of the event as First Parish Meetinghouse or First Parish U-House or First Parish Meetinghouse grounds (as applicable). To avoid the appearance of an endorsement, the word "church" shall not appear in any promotional materials in the context of First Parish or First Parish Unitarian Universalist without the express permission of the FPUU Executive Board.

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Rental Space	Multiple Rentals per Week	One Rental per Week	One Rental per Month	One-Time Rental
U House	\$15/hr.	\$20/hr.	\$25/hr.	\$30/hr.
Grounds	\$50/hr.	\$75/hr.	\$100/hr.	\$125/hr.
Vestry	\$20/hr. (2 hr. min.)	\$30/hr. (2 hr. min.)	\$40/hr. (2 hr. min.)	\$50/hr. (2 hr. min.)
Vestry with Kitchen	\$30/hr. (2 hr. min.)	\$45/hr. (2 hr. min.)	\$60/hr. (2 hr. min.)	\$75/hr. (2 hr. min.)
Sanctuary	\$40/hr. (2 hr. min.)	\$65/hr. (2 hr. min.)	\$80/hr. (2 hr. min.)	\$100/hr. (2 hr. min.)
Grounds with vestry	\$50/hr. (2 hr. min.)	\$75/hr. (2 hr. min.)	\$100/hr. (2 hr. min.)	\$150/hr. (2 hr. min.)
Grounds with vestry & kitchen	\$75/hr. (2 hr. min.)	\$100/hr. (2 hr. min.)	\$125/hr. (2 hr. min.)	\$175/hr. (2 hr. min.)
Grounds with sanctuary, vestry & kitchen	\$100/hr. (2 hr. min.)	\$150/hr. (2 hr. min.)	\$175/hr. (2 hr. min.)	\$200/hr. (2 hr. min.)
Grounds, sanctuary, vestry, kitchen & U House	\$125/hr. (2 hr. min.)	\$175/hr. (2 hr. min.)	\$200/hr. (2 hr. min.)	\$230/hr. (2 hr. min.)
4 parking spots (If not renting any other space)	\$200/month (Mon-Fri only)	\$200/month (Mon-Fri only)	\$200/month (Mon-Fri only)	\$200/month (Mon-Fri only)

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Today's Date _____

Name _____ Phone# _____

E-Mail _____

Type of Event _____ #People Attending _____

Rental Dates:	_____	Time from	_____	To	_____
	_____	Time from	_____	To	_____
	_____	Time from	_____	To	_____

\$100 Deposit Given (date) _____

\$100 Deposit Returned (date) _____

Keys picked up by customer: Place _____ Date _____ Time _____

Keys dropped off by customer: Place _____ Date _____ Time _____

OR

Person will open: Name _____ Date _____ Time _____

Rental Fee Received (date) _____

(Payment is due before rental. If total payment is not received within 30 days of rental, a \$50 late fee accrues weekly.)

Note: Any changes to this policy must be authorized by the FPUU Executive Board.

Rentee Signature (date) _____

Renter Signature (date) _____