

First Universalist Parish of Derby Line, Vermont
P.O. Box 454
112 Main Street
Derby Line, VT 05830-0454
(802) 487-0997

First Universalist Parish of Derby Line, Vermont, is a Unitarian Universalist congregation. We are a diverse community of people working together for a better world as we grow on our own spiritual journeys.

Building Use Policy/Contract

(approved January 17, 2007, updated February 16, 2025)

All persons wishing to reserve the use of any buildings/rooms on the First Parish grounds must complete this contract. Your signature on this contract constitutes responsibility for the attendees of your function as well as any third parties you may engage to service your function. Under no circumstances will First Parish facilities be made available to any individual, group, or organization that illegally discriminates on the basis of race, color, religious background, national origin, gender, gender expression, sexual orientation, marital status, political persuasion or disability.

Scheduling:

1. First Parish programs and events take precedence over any outside group or function.
2. Scheduling includes the specification of rooms to be used. Attendees are not permitted in other rooms except restrooms. If other groups are using the grounds, space users shall make every effort to not disturb their activities.
3. Musicians performing at an event may use the building for one rehearsal free of charge. Please schedule your rehearsal time with the Coordinator. Use of the organ requires special arrangements.
4. A door code will be issued to the space user within the week of the scheduled event. The door code shall be used for the time period agreed upon and is not to be shared.

Fee Schedule:

5. Donation schedule is attached. Donations are for the use of the building and grounds only. Separate arrangements must be made with the minister for his/her services. Members of the clergy, Justices of the Peace, and other officiants may not officiate at rites of passage on First Parish grounds without permission of the minister and/or the Board of

Trustees.

6. A security deposit of \$50.00 is required of all space users to cover any damage and/or the cost of clean-up not completed by the space user. The security deposit shall be returned no later than 30 days after the date of the function, providing that no damage has been incurred and the facility has been returned to an orderly condition. In the event of a cancellation less than 14 days before the event, the space user will forfeit the entire deposit.

Respectful Use:

7. No smoking permitted anywhere on the property (buildings and grounds).

8. No modifications to the building or its systems. Decorations may be hung with masking tape only. No nails, tacks, screws, staples, etc. No rice, birdseed, confetti or other materials thrown in the buildings or on the grounds.

9. Alcoholic beverages may be consumed in moderation on the premises as long as all state and local laws are followed. The space user is responsible for learning and complying with these regulations. If a hired caterer is to be serving alcohol, please share the caterer's license. The space user is fully responsible for any and all consequences resulting from the consumption of alcohol including inappropriate behavior of all people attending their event and any damage to Church property.

10. No illegal drugs, firearms, or other weapons shall be brought onto First Parish property.

11. Please keep noise to a respectful level and do not disturb neighbors.

12. The building shall be returned in the same or better condition than you found it. Please review the Building Checklist that is attached.

Violation:

13. In the event that First Parish determines at any time that any violation of the terms of this agreement or any applicable laws, ordinances or regulation is likely to occur in your use of the premises, we reserve the right to cancel your function at any time.

Any such determination shall be pursuant to our sole discretion and shall be binding and final, and we shall not be liable either to you or any third party hires (such as a caterer) for any such cancellation.

14. The facility must be left in clean condition. This includes, but is not limited to:

- bagging trash and placing it in receptacles outside the kitchen door,
- removing all food brought in for the event,
- loading and starting the dishwasher, if used,
- returning clean dishes to the shelves, and

- wiping down all kitchen and table surfaces.

Agreement to Terms of Contract

I have read/understand the Building Use Policy/Contract, as stated above, and have been given a Building Security Checklist. As the person taking responsibility for the First Parish facilities on the date(s) indicated below, I agree to abide by the conditions put forth herein.

Name of organization using space (if applicable)
Person responsible for complying with terms of this agreement
Contact person if different from above
Mailing address
Phone number(s)
Email address
Space(s) requested <input type="checkbox"/> fellowship hall <input type="checkbox"/> kitchen <input type="checkbox"/> church sanctuary
Date(s) and time of space use
Purpose for space use
Approximate number of people attending event

Where did you hear about renting our space?	
Will this be a regularly recurring space use? <input type="checkbox"/> no <input type="checkbox"/> yes If yes, explain schedule for space use	
Have you enclosed a cleaning/security deposit?	
Signature of responsible party	Date
FOR OFFICE USE ONLY	
Security deposit received, date and amount:	
Rental fee received, date and amount:	

Building Security Checklist

In the Event of an Emergency:

Fire extinguishers are located by each Exit door, and in the kitchen.

When calling 911, tell the dispatcher you are at:
Church/Fellowship Hall – 112 Main St. Derby Line, VT

For building problems, such as leaking water, non-functioning toilet, etc. please call:
Allen Yale, Jr. (802) 766-5159
SaraLee Kimball, Church Coordinator (802) 487-0997

Heat: (normally we set heat at 65-68 degrees)

Fellowship Hall: Thermostats are located in the main hall by the left-hand kitchen door, and in the kitchen near the office door. Set thermostat to 55 degrees when you are done.

Sanctuary/Downstairs Hall: Do not adjust the thermostats in these areas. The heat will be set for you. It is managed remotely.

Your Responsibilities:

Entry:

- Doors can be unlocked using the allen wrench hanging to the left of the front door and double doors. Re-lock the doors after your event if you have unlocked them.

Exit:

- The facility must be left in clean condition, this includes, but is not limited to:

Kitchen:

- bagging trash and placing it in receptacles outside the kitchen door,
- removing all food brought in for the event,
- placing recyclables and returnables in the blue bins,
- loading and starting the dishwasher, if used,
- returning clean dishes to the shelves, and
- wiping down all kitchen and table surfaces. (Cleaning supplies are in the tall closet at the back right hand side of the kitchen.)

Hall/Sanctuary:

- Remove all decorations,
- Return furniture to the layout you found it,
- Turn off all lights, including bathrooms,

- Turn heat down to 55 degrees. Thermostats are located in the main hall by the left-hand kitchen door and in the kitchen near the office door.

Overall:

- Report anything that is broken, damaged, or not working properly,
- Make sure all doors are locked and latched!

Fee/Donation Schedule

There will be a security deposit of **\$50.00** for anyone who uses the space.

Non-profit community use: (meetings, classes, lectures, programs, etc.)

Space	Fee
Sanctuary	No specific donation
Fellowship Hall	No specific donation or as determined by FUP Board of Trustees
Kitchen	No specific donation

Private Events/Parties: (wedding ceremonies and/or receptions, showers, etc.)

Space	Fee	# of People	Special Notes
Sanctuary	\$100		
Hall	\$150	Over 100 people	
Hall	\$100	51-100 people	
Hall	\$75	0-50 people	October 2-April 30
Hall	\$50	0-50 people	May 1st-October 1st
Kitchen	\$50		

For-Profit Use:

10% of your proceeds or the following minimums:

Sanctuary: \$100.00

Hall: \$100.00

Kitchen: \$50.00

Members:

Non-profit use or family use: A donation from Members for use of the Sanctuary, Hall, or Kitchen is not mandatory but would be appreciated.

For-profit use: 10% of proceeds

The fee and deposit can be mailed to

First Universalist Parish at PO Box 454 Derby Line, VT 05830

or online payments can be accepted at: <https://donorbox.org/hall-rental-donations>