

First Universalist Parish of Derby Line, Vermont
P.O. Box 454
14 Main Street
Derby Line, VT 05830-0454
802-873-3563

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.

First Parish is a beacon of liberal religion in Vermont's Northeast Kingdom. We are also proud to be a Welcoming Congregation, valuing people of diverse social, religious and sexual orientations.

Building Use Policy/Contract

(approved January 17, 2007)

All persons wishing to reserve the use of any buildings/rooms on the First Parish grounds must complete this contract. Please remember that 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.

1. First Parish programs and events take precedence over any outside group or function.
2. 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. Other 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.
3. 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. There will be a \$25.00 fee for loss of key.
4. Space uses are for specific room(s) only. Attendees are not permitted in other

rooms on the grounds except restrooms. If other groups are using the grounds, space users shall make every effort not to disturb their activities.

5. In the event of a cancellation less than 14 days before the event, the space user will forfeit the entire deposit.
6. No nails, tacks, screws, staples, or painting-damaging tape may be used on the walls, ceilings and/or light fixtures. No other modifications may be made to the building, its electrical system, flooring, appliances, sound system, walls, furnishings, or surroundings. There shall be no rice, birdseed, confetti or other materials thrown in the buildings or on the grounds.
7. There is no smoking permitted in any buildings or on the grounds.
8. 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. 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. Space user may be required to hire a sheriff or policeman to be on premises during event at the discretion of the FUP Board of Trustees.
9. If alcoholic beverages will be served by a caterer hired by a space user, a copy of the caterer's current and valid license to serve alcohol must accompany the damage deposit.
10. No illegal drugs, firearms or other weapons shall be brought onto First Parish property.
11. A Building Security Checklist is attached. Please review this prior to your function.
12. Musicians performing at an event may use the building for one rehearsal free of charge.
13. Users of First Parish facilities are expected to respect the property of adjoining landowners, and to keep noise so that it does not disturb others in town.
14. Use of the organ requires special arrangements.
15. 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.

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

Will this be a regularly recurring space use?

no

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.

Telephone is located in the office off 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. 766-5159

Paul Gavin 723-6621

SaraLee Kimball, Church Coordinator 673-4270

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 50 degrees when you are done.

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

Your Responsibilities: Before you leave the building:

- Please clean up. Cleaning supplies/trash bags are located in the kitchen. Please bag up all trash and put in trash cans out by the back steps off the kitchen. Make sure to remove all decorations, etc.
- Do not leave food in the refrigerator.
- Take your recyclables/returnables with you.
- Report anything that is broken, damaged, or not working properly.
- Leave furniture as you found it. Shut any windows that you open. Turn off all lights (check the bathrooms).
- Make sure all doors are locked.

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.)

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.)

Sanctuary: \$100.00

Hall: \$150.00 (over 100 persons present)

\$100.00 (51 to 100 persons)

\$75.00 (up to 50 persons) during the winter/ cold months

\$50.00 (up to 50 persons) seasonal

Kitchen: \$ 50.00

Note: Events where alcohol is available space user may be required to hire a sheriff or policeman to be on the premises during event. Determination will be at FUP Board of Trustees' discretion.

Space user may also be required to rent a dance floor; this will also be determined by FUP Board of Trustees on a case-by-case basis.

For-Profit Use:

10% of your proceeds or the following minimums:

Sanctuary: \$100.00

Hall: \$100.00

Kitchen: \$50.00

Members and Pledging Friends:

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

For-profit use: 10% of proceeds