

Facilities Use and Rental Information

Thank you for your interest in renting space at The First Church in Belmont. The First Church in Belmont is a fully accessible, non-smoking facility. The building is both a place of worship and a historic site, dating from the incorporation of the Town of Belmont in 1859.

We have many requests for space rentals throughout the year. To request rental space, please first read the attached documents carefully. To check availability and to discuss your plans, please call the Church office at 617-484-1054, ext. 10 or e-mail office@uubelmont.org.

Please note that use of the building is regulated by the church's tax-exempt status with the Internal Revenue Service so, for instance, the premises may not be rented or used to engage in political campaigning. Please contact the Church Administrator with questions regarding building use.

- Application for Use of Church Premises
- Regulations Governing the Use of Church Facilities
- Terms and Conditions Governing the Use of Church Facilities
- Liquor Liability Coverage Policy
- Belmont Department of Health Catering Registration Form
- Belmont One-Day Liquor License Application

Please pay particular attention to the "Regulations Governing the Use of The First Church Facilities." Note that caterers should be informed about Items 7-12, well in advance of the Event. If you need to provide insurance coverage, you should begin to make arrangements for insurance coverage immediately. Caterers must also register with the Town of Belmont Health Department. Item 18 is in consideration of our residential neighbors and we strictly adhere to this regulation.

The Application Form may be mailed, faxed, or scanned and e-mailed to The First Church and we will contact you shortly. Our mailing address is:

The First Church in Belmont, Unitarian Universalist
Attn: Janice Zazinski
404 Concord Avenue
Belmont, MA 02478
Phone 617-484-1054 | Fax 617-489-5341 | jzazinski@uubelmont.org

We at The First Church take pride in our building and look forward to sharing it with you.

Application For Use Of First Church Premises

Applicant _____

(Individual Responsible for Fees and Use of Space; also referred to as Renter)

Address _____

Telephone (Home) _____ (Work) _____

E-mail: _____

DAY(S) & DATE(S) of Event: _____

Specific hours of Event: _____ a.m./p.m. to _____ (all rentals must end by 12 midnight)

TIME of USE: Hours that Space is reserved for your use: _____ to _____ (includes set-up and clean-up time before and after the Event.)

Organization, if applicable: _____

Purpose for which requested: _____

Open to public? Yes ___ No ___

Number of people expected: _____ Admission: Yes ___ No ___ Amount: \$ _____

Non-profit organization: Yes ___ No ___ Tax ID number: _____

Person responsible for opening up: _____

Person responsible for cleaning up/closing: _____

Check Space(s) requested:

___ **Sanctuary**¹ ___ **Upper Hall** ___ **Parlor**¹

___ **Parish Hall** ___ **Lower Hall** ___ **Library**

Number of chairs _____ Number of tables _____

Do you plan to serve food or drink using the kitchen? Yes ___ No ___

Do you plan to use the kitchen stove/oven to prepare or reheat items? Yes ___ No ___

Do you plan to serve alcohol? Yes ___ No ___ (If yes, a one-day town license and liability insurance are both required)

Will you use a caterer? Yes ___ No ___ Caterer's name: _____

Custodial services required for set-up and clean-up (one hour minimum): Yes ___ No ___²

A/V or other equipment needs? See below for options.

¹ Food and drink are not permitted in the Sanctuary or Parlor.

² Determination of custodial services needed to be made by Church Administrator.

Rental fees

Space	Capacity	Standard 4-hour rate	Non-profit+ 4-hour rate	FCB Members* 4-hour rate
Sanctuary and Parlor**	Sanctuary seats 192; Parlor seats 22	\$400; \$50 each additional hour	\$200; \$25 each additional hour	No charge up to 3 hours; \$25 each additional hour
Parish Hall; includes use of Upper Hall if needed	Seats 150 - 200 at banquet tables Maximum capacity seated in rows, facing the stage: 220 (please note we have 150 chairs; extras need to be rented) Maximum standing-only capacity 309 Stage seats 40 (max capacity 60)	\$600; \$100 each additional hour	\$400; \$50 each additional hour	\$300; \$25 each additional hour
Kitchen and Upper Hall (if needed)	14	\$250	\$150	\$25
<p>We have a professional, commercial kitchen. Renters are responsible for cleaning the kitchen, and all equipment used, at the end of the event. Rates above apply to rental of the kitchen alone.</p> <p>Rates for using the kitchen in conjunction with other spaces are: \$50 per Event to stage/store catered food and drink and/or to use the Church's equipment, \$75 per event to use the stove/oven for preparing or reheating previously prepared food.</p>				
Lower Hall (available only with entire building rental)	Seats 60; maximum capacity 62	\$400; \$100 each additional hour	\$250; \$50 each additional hour	\$200; \$25 each additional hour

Space	Total Capacity	Standard 4-hour rate	Non-profit+ 4-hour rate	FCB Members* 4-hour rate
Library	30	\$50/hour	\$25/hour	\$10/hour
Small meeting rooms	<i>Up to 20; individual classroom sizes vary</i>	\$25/hour	\$15/hour	\$10/hour

Parking Lot: 24 spaces plus 2 reserved handicapped spaces. Parking lot can be reserved only for weddings and memorial services. The church has an outdoor bicycle rack and is very near the commuter rail and bus routes. There is a municipal lot on Clafin Street, about a 5 minute walk away, and street parking on Concord Avenue.

***Nonprofit** refers to organizations with a 501c3 tax id number, which must be provided on the rental application.

***FCB Members** refers to members of record of The First Church in Belmont, who are planning a private event for

family or friends. The event cannot include fundraising or the sale of tickets, cannot produce income for the member or others, and cannot be affiliated with or on behalf of any organization, either for-profit or non-profit. FCB members pay standard Sexton/Custodial fees, including for use of the Sanctuary, if the Church determines that custodial services are required.

**** Food and drinks** are not permitted in the Sanctuary and Parlor.

Optional rental fees:

Parish Hall Audio, \$10; includes:	<ul style="list-style-type: none"> ▪ Use of two handheld wireless microphones ▪ Use of two lavalier wireless microphones ▪ Use of speakers, with auxiliary input
Parish Hall Video, \$25; includes:	<ul style="list-style-type: none"> ▪ Use of two handheld wireless microphones ▪ Use of two lavalier wireless microphones ▪ Use of speakers ▪ Use of projector and screen
Parish Hall Full tech, \$100; includes:	<ul style="list-style-type: none"> ▪ Use of two handheld wireless microphones ▪ Use of two lavalier wireless microphones ▪ Use of speakers ▪ Use of projector and screen ▪ Additional microphones and cables as inventory allows ▪ Stage lighting ▪ <i>FCB staff audio tech at \$30/hr, as available. Staff is required and must be arranged well in advance.</i>
Piano in the Sanctuary or the Parish Hall: \$100 per event, with permission of the Director of Music.	

Fees for First Church Staff

These fees are to be paid directly to First Church staff *at the time of the Event*.

Minister	<p>No fee for Church members. A donation to the Minister’s Discretionary Fund or an honorarium to the Minister may be made.</p> <p>Nonmember fees:</p> <ul style="list-style-type: none"> ▪ \$200 for child dedication service ▪ \$500 - memorial/funeral service ▪ \$600 - wedding consultation, rehearsal, wedding ceremony (ceremonies outside the church, add additional costs for commute/transportation) ▪ \$100 – wedding rehearsal ▪ \$50 - additional consultations
Staff Musician (piano, organ)	<ul style="list-style-type: none"> ▪ \$350 - memorial/funeral service ▪ \$300 (members); \$350 (nonmembers) — wedding service only ▪ \$350 (members); \$400 (nonmembers) — wedding & rehearsal ▪ \$100 for use of piano by another musician <p>Please note: If the staff musician of The First Church in Belmont is available for the specified date, but the party wishes to engage a guest musician instead, the staff musician’s fee must still be paid. This is the policy of the American Guild of Organists.</p>

Sexton (Custodian)	\$30/hour (one hour minimum, if custodian is required). First Church will discuss the need for a custodian, the anticipated custodial tasks, and the expected required custodial hours in conjunction with the renter before approving the rental. The Sexton is normally present for the duration of a memorial service.
Town Common	Permission to use the adjacent Town Common must be obtained directly by the Applicant from the Town of Belmont at the Selectmen's Office.
Police Detail	Police detail (if necessary) must be procured by the Applicant.

INITIAL DEPOSIT ENCLOSED: \$ _____ TOTAL FEE: \$ _____

- I will be responsible for the proper use of the Space designated above in accordance with the Application, the Regulations Governing Use, the Terms and Conditions Governing Use, the User Fee Schedule and all other documents that are a part of this Facilities Use Packet.
- I understand that there will be an additional fee of \$30/hour, separate from the facility rental fee and paid directly to the sexton/custodian of the First Church in Belmont, for any assistance required for set-up and clean-up. Final determination of the amount of time needed for set-up and clean-up will be made by the Church Administrator and Sexton.

SIGNATURE _____ Date: _____

(Applicant)

Please deliver the following to The First Church in Belmont at least 30 days before the Event (or as soon as possible if the application is approved less than 30 days before the Event):

- Final payment of all fees
- All required insurance listing The First Church in Belmont as an "additional insured"
- Special requests, i.e., floor plans for set-up of the tables requested

For Office Use Only

Facilities Approved: _____ Deposit Collected: _____

Date Approved: _____

Total Fee Collected _____

Regulations Governing the Use of First Church in Belmont Facilities

1. Every prospective user must complete a signed application. All applications must be accompanied by a \$50 deposit. This deposit will be credited towards the rental fee if the application is approved. If the application is denied, your deposit will be returned.
2. Approved applications are non-transferrable. One-half of the rental fee will be due within three days of the application being approved. All final payments are due prior to the (first) day of the Event. For Events scheduled more than 30 days in advance, full payment is due 30 days prior to the Event. Rental fees will be fully refunded, less the \$50 application fee, for any Event cancelled more than 7 days in advance of the Event.
3. The use of FCB space is limited to the number of persons, purpose, room(s) and times specified in the approved application.
4. First Church reserves the right to require the presence of a custodian during the Event. If custodial services are to be provided, the application approval will state the specific custodial services that will be provided and the estimated hours required. The Applicant will pay the custodial fee of \$30/hour (minimum, one hour) directly to the custodian at the time of the Event.
5. First Church also reserves the right to require a damage and clean-up deposit of up to \$250. The need for any such clean-up deposit will be included in the application approval and the payment of any such deposit will be required on the same terms and conditions as the rental fee.
6. First Church representatives will have the right to direct the Applicant in the proper use of FCB space.
7. If liquor is being served, the caterer (or the applicant if there is no caterer) must provide The First Church with Evidence of Insurance (Commercial General Liability) including Liquor Liability coverage naming "The First Church in Belmont, Unitarian Universalist" as an "additional insured." Please refer to the Liquor Liability Coverage Policy in this packet.
8. Permits for serving liquor are also required by the Town of Belmont and must be applied for 30 days in advance of the Event. Visit www.belmont-ma.gov/town-administration/pages/liquor-licensing for further information. (See the attached Town of Belmont One-Day Liquor License Application.)
9. Liquor may not be served for events intended for minors, such as birthday parties, sport celebrations, etc.
10. Any Event that serves liquor must have a designated bartender (no self-serve).
11. Caterers must be registered with the Town of Belmont. (See the attached Town of Belmont Catering Registration Form.)
12. Caterers and bartenders must supply their own trash bags and remove all trash from church property after the Event.
13. Except to the extent that the approved application specifies certain custodial tasks that will be performed by the church custodian, the Space must be left in the condition in which it was found. All kitchen counters must be cleaned. All glasses, dishes and utensils must be washed, dried, and put away. All floors must be swept. All leftover foods must be removed from the building.
14. Furnishings may not be moved from one room to another. Applicant agrees not to alter or move any of the historical or memorial artifacts (such as pictures, busts, or sculptures) in the Space. The use of fireplaces is strictly prohibited.
15. Musical equipment and audio/visual equipment may not be used without the prior written permission The First Church.
16. Smoking is not allowed in any of The First Church Spaces.
17. Decorations may not be attached to walls, pillars, or fixtures using thumbtacks, scotch tape, or any methods that might potentially damage surfaces.
18. All Events must conclude before 12 Midnight (last call at 11:30 p.m.).
19. Parking is limited at The First Church, so please encourage use of street parking and public transportation.

Terms and Conditions Governing Use of Church Facilities

These Terms and Conditions are incorporated into the Application and are binding on Applicant.

1. **Use:** The First Church further reserves the right in its sole discretion to determine to whom and for what purposes the facilities will be made available. Applicant certifies that Applicant will use the Space only for the purposes described in its Application. Applicant understands that this right to use is personal and may not be transferred or sublicensed. Any changes to the right to use the Space, or the terms and conditions of use included in the approved application, must be approved by First Church in writing.
2. **Limited Time:** The Space will be available to Applicant only during the hours and on the day(s) ("Time of Use") specified on the Application, and Applicant agrees that at Applicant's sole cost and expense, Applicant shall ensure that the Space shall not be occupied or used by Applicant or any third party before or after the Time of Use.
3. **Alcohol:** Applicant may not serve, furnish, or distribute alcoholic beverages of any kind without the prior written consent of First Church. If such permission is granted, Applicant shall be solely responsible for obtaining all permits or other authorizations and for obtaining insurance satisfactory to First Church, and shall submit copies of all required permits and Evidence of Insurance to First Church at least thirty days prior to the Event. If the copies of permits and insurance are not received in a timely fashion, no alcohol may be served, furnished, or distributed.
4. **Special Equipment, Recordings:** No lighting or other special equipment may be installed or used without the prior written consent of First Church.
5. **Visitor Parking, Unloading:** First Church has limited parking facilities, which are available to the Applicant during the Event at no additional charge. Unless First Church has secured special parking rights for this Event, additional parking shall be limited to public parking near First Church.
6. **Clean-up:** Even when a custodian is present during the Event, Applicant agrees to be responsible for cleaning, repairing, and restoring First Church Facilities to its previous condition.
7. **Security Deposit:** Applicant shall pay to First Church any Security Deposits required by First Church. If, in First Church's sole judgment, any unanticipated additional cleaning, repairing or restoring is needed after the Event, First Church may apply the Security Deposit to cover such costs. If no such repairing, restoring, or cleaning is needed, the Security Deposit either shall be applied against any other payments then unpaid or shall be returned to Applicant after the final Time of Use.
8. **Applicant's Liability:** Applicant is and hereby agrees to be fully responsible and liable for any and all injuries (and death) suffered by persons and for any and all damage to First Church's property and any theft or loss of First Church's furnishings and equipment, resulting from or occurring during Applicant's use of the Space, and not caused by the willful misconduct or gross negligence of First Church. Applicant shall indemnify and hold harmless First Church and their officers, agents, employees, members and members of their governing boards from and against any and all liability, action, claim, demand, loss, expense, or damage (including reasonable attorneys' fees) caused by or arising out of any act, omission, publication, or representation of Applicant, its officers, directors, agents, guests, invitees or employees in connection with this right to use.
9. **First Church Not Liable:** First Church shall have no liability for any loss, cost, expense, or damage to Applicant, its members, officers, directors, agents, employees, or anyone else by reason of fire, theft, vandalism, or otherwise. Applicant agrees not to sue First Church or any of First Church's respective officers, agents, employees, members, members of its governing boards,

successors, or assigns for any such loss, cost, expense, or damage. In no event shall First Church be liable to Applicant for incidental or consequential damages if First Church is unable to make the Space available to Applicant during all or any part of any of the Time of Use. The Space is provided on an "AS IS" basis and First Church makes no warranties of any kind whether express or implied.

10. **Use of First Church Name:** Other than Events sponsored by FCB Committees, Applicant shall not imply in any way that the First Church is sponsoring the Event; and no reference to First Church may be used in promotional or other literature used or distributed by Applicant, other than references to the location of the Event.

11. **Not a Lease:** This is not a lease, and no interest in real estate is conveyed hereby.

12. **Rules and Policies:** Applicant and Applicant's use of the Space shall be subject to any policies, rules, and regulations that First Church may promulgate from time to time, including those stated in the "Regulations Governing the Use of First Church in Belmont Facilities" and those stated in any publication promulgated by First Church. Applicant's use of the Space is non-exclusive as to First Church, which retains the right freely to enter the Facility at any time, for any purpose and further reserves the right to permit other parties to use other Spaces in the Facility at the same time.

13. **Binding Effect:** The terms and conditions of this License shall be binding on Applicant, (and if Applicant is an organization) on Applicant's officers, directors, members, agents, employees, guests, invitees, and on those claiming by, through, or under Applicant.

14. **Use and Occupancy Changes:** If, for any reason, upon the expiration for the Time of Use, Applicant does not deliver the Space to First Church free of occupants, Applicant's personal property, and cleaned in accordance with the Approved Application, then Applicant shall be liable to First Church for each day, or portion thereof, that the Space is occupied by such persons or property until such Space is vacated and the property removed at a daily rate of \$1,000. First Church may remove any of Applicant's personal property upon the expiration of the Time of Use and, if appropriate under the circumstances, discard such property.

15. **Force Majeure:** First Church is not liable for its failure or delay to perform its obligations due to any acts of nature, act of God, strikes, acts of terrorism, fires, floods, explosions, earthquakes, equipment or labor shortages, government regulations, destruction of facilities or other causes beyond its reasonable control.

Liquor Liability Coverage Policy

This coverage is intended to protect **The First Church in Belmont, Unitarian Universalist** from liquor liability exposure if alcohol is served, furnished or distributed at events using First Church's Facilities. At any Event where liquor is served, furnished or distributed by a person, group or organization other than The First Church, that person, group or organization must purchase and provide evidence of liquor liability insurance coverage for that event having coverage limits of not less than \$500,000 per occurrence and \$1,000,000 in the aggregate that names First Church as an **"additional insured."**

If the person, group, or organization does not have any existing liquor liability coverage from which The First Church can be named an additional insured, that person, group or organization must purchase and provide evidence of liquor liability insurance coverage from the Liquor Liability Joint Underwriting Association of Massachusetts www.lljua.com or 877.366.1140 or other organization satisfactory to The First Church, Belmont and must have coverage limits of not less than \$500,000 per occurrence and \$1,000,000 in the aggregate and name First Church as an **"additional insured."**

If the person, group, or organization cannot obtain this coverage, alcoholic beverages cannot be served at the Event.

Note: alcoholic beverages may not be sold directly or indirectly at an Event at The First Church.

If there is any question on the application of these guidelines, please contact the Church Administrator.

DEPARTMENT OF HEALTH

Angela Braun, R.S.
DIRECTOR OF HEALTH



BOARD OF HEALTH
DONNA S. DAVID, R.N., M.N.
DAVID B. ALPER, D.P.M
DEIRDRE HOUTMEYERS, R.N., M.S.

Telephone (617) 993-2720
Facsimile (617) 993-2721

P.O. BOX 56, 19 MOORE STREET
BELMONT, MASSACHUSETTS 02478

CATERING REGISTRATION FORM Fee \$25.00

In accordance with the provisions of Chapter 94, Section 305A and Chapter 111, Section 5 of the General Laws, and Section 590.033 of the State Sanitary Code for Food Establishments, all caterers are required to notify the local Board of Health when serving meals outside their own establishment.

NAME OF CATERING BUSINESS _____

BUSINESS ADDRESS _____ Telephone# _____
Email address _____

ADDRESS OF BUILDING WHERE MEAL WILL BE SERVED _____

DATE OF EVENT _____ TIME OF EVENT _____

TIME CATERER WILL BE ON SITE _____

ESTIMATED NUMBER OF MEALS TO BE SERVED _____

MENU *(Please be specific - Add if food will be hot or cold if not obvious, attaching a menu is acceptable)*

*Reminder: Please hold aside one serving of all items served for 24 hours.

Return this form and fee to:

Board of Health
P. O. Box 56
Belmont, MA 02478

Signed _____
Title _____

(Attach a copy of your Catering License for the current licensing period issued by the Board of Health in the town where your base of operations is located.)

DO NOT WRITE BELOW THIS LINE

This is to certify that the caterer named below has registered with the Belmont Board of Health in accordance with State and Local Health Rules and Regulations.

Caterer _____
Date of Function _____
Location _____

BOARD OF HEALTH STAMP



TOWN OF BELMONT
Office of the Board of Selectmen
455 Concord Avenue, Belmont, MA 02478
selectmen@town.belmont.ma.us
617-993-2610 FAX 617-993-2611

ONE-DAY LIQUOR LICENSE APPLICATION
All-Alcoholic \$75.00 Wines & Malt Only \$50.00

Applicant's Name _____ Telephone Number _____
Applicant's Street Address _____
Applicant's Email Address _____
Organization (if applicable) _____
Organization Address (if applicable) _____
Event/Purpose _____
Event Date _____
Location of Event _____
Copy of Server's Training Certificate attached YES NO
Insurance Certificate attached YES NO
Menu discussed with Belmont Health Dept. 617-993-2720) and approval obtained: Yes No
Event Room Capacity _____ Number of People Expected _____
Hours of Sale/consumption of Alcoholic Beverages _____
Type of Beverage: \$75 All-Alcoholic () \$50 Wines & Malt Only ()

The hours during which sales/consumption of alcoholic beverages may be made under a one day license shall be from 11:00 am to 11:00 pm, Monday through Saturday, and from 12:00 noon to 11:00 pm on Sundays, Christmas Day (or the day following when Christmas Day is on a Sunday), or Memorial Day. No one under 21 years of age may be served alcoholic beverages. A maximum of five hours is allowed per event.

All beverage/glasses/bottles or other containers must be removed from tables and service bar area one-half hour after closing time or 11:00 pm, whichever first occurs. Patrons must be off premises one-half hour after closing time. Licensed operators and employees must be off premises one hour after closing.

By signing this application, I affirm that I have read the Instructions for a Special One Day Liquor Permit and that I am of good moral character.

Signature of Applicant: _____ Date Signed: _____

OFFICE USE ONLY: Police Detail Required Yes <input type="checkbox"/> No <input type="checkbox"/>
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