

## Winchester Unitarian Society

478 Main Street, Winchester MA 01890 phone 781-729-0949

<http://www.winchesteruu.org> [office@winchesteruu.org](mailto:office@winchesteruu.org)

### Building Use Policy (Rev. 6/24)

The Winchester Unitarian Society (WUS) wants to make its facility and equipment available to members, friends and the local community at a reasonable cost. The Standing Committee (the governing board of the Society) delegates to the Administrator the authority to approve building use by groups and individuals. The Administrator may refer any requests to the Standing Committee as needed. *Weddings and memorials are covered by separate policies. Please ask the Administrator for a [wedding packet](#) or a [memorial service planning guide](#).*

WUS members and friends are *not* expected to pay building use fees for weddings, memorials, funerals, dedications and other religious passages. In these cases, they are expected to pay only for ministerial and musicians' services, and custodial fees as required.

*WUS members and friends are expected to pay building use fees for non-church-related events.*

Individuals, nonprofits and other organizations whose purposes, policies or activities benefit the community may also rent space from WUS. Local zoning by-laws prohibit WUS from renting to for-profit organizations except for educational purposes.

WUS building and/or equipment use may not:

- interfere with church activities;
- result in out-of-pocket costs to the church; or
- result in unusual wear or damage to the building or its equipment. *Any damage that requires repair will be billed to the user.*

WUS' first obligation is to its members for religious services. WUS reserves the right to amend any building use agreement and to reschedule or re-assign a reserved space if it is needed for a memorial service or reception. This is a rare occurrence.

#### Event Scheduling

Except for church services, all building use is to be scheduled in advance with the Administrator. The scheduling of worship services, weddings, memorial services, funerals and dedications requires the participation or permission of the Minister.

#### Regular Users

Regular users of the building must renew their application for WUS building use annually, usually in the spring or fall.

#### Responsible Lead Person

Users of the building and/or equipment are required to have a lead person present to assume responsibility for the building and/or equipment: setting up, putting away tables and chairs, cleaning up all areas used, turning out all lights, closing all windows, and locking all outside doors before leaving. ***If food is served, all food remnants must be placed in plastic bags (provided) and carried to the shed behind Metcalf Hall.*** If there are other people or groups left in the church when the lead person is leaving, the lead person makes those people or groups aware that they are the ones who must close up the building. ***If there is no lead person for a group wishing to use the building, if no one in the group is familiar with the building, or if the group is larger than 50 people, the group must pay for a sexton (one of the church's custodians) to be present for a minimum of four hours.*** The Administrator will coordinate with the Sexton as needed.

Sextons must be paid with cash or a check (payable to them personally) before or at the time of the event. One month's notice is preferred to arrange for a sexton. **All building and/or equipment users are expected to leave the spaces and/or equipment in the same condition and arrangement as they found it.**

**Church Furniture and Equipment:** No church equipment is to be borrowed, rented, or taken from the church by any person or organization without permission of the Administrator. Exception: church committee chairperson may borrow chairs and other equipment for a committee meeting at a committee member's home. The items to be borrowed, the name and phone number of the responsible person, the date and time of use and the time of return are to be listed with the church office. Breakage or damage to the building, furniture or furnishings is to be reported to the Administrator by the person or group responsible. Said group shall be responsible for the repair of any damage.

**Insurance:** Winchester Unitarian Society insurance does not cover outside individuals or groups. Outside users agree to indemnify and save harmless the Winchester Unitarian Society from and against all claims, judgments and liabilities.

**Kitchens:** Any group using a kitchen is responsible for leaving it in order. Dishes are to be washed, dried and put away. Table cloths, dish towels and linens are to be laundered and returned promptly. The Society reserves the right to discard anything left for over 48 hours, even in the refrigerator. All trash is to be put in plastic bags and removed to the shed behind Metcalf Hall. A member of the group must be trained in the use of the dishwasher and oven if they are to be used.

**Metcalf Hall Floor:** Metcalf Hall has an expensive floor. No activities that will cause excessive wear, tear and/or disfigurement are permitted. Tricycle riding is permitted only by the Winchester Cooperative Nursery School. All structures put on the floor must be padded on the bottom. No tape is to be on the floor at any time.

**Organ and Pianos:** Permission to use the organ or pianos for practice may be granted by Administrator and Music Director. Playing will not be permitted after 10 p.m. or before 8 a.m.

**Publicity:** The name "Winchester Unitarian Society" may not be used in the title of any building user's event or in conjunction with any event or meeting except as a description of its location. No use of any kind may be made of the phone number, email address or website of the Society in signage, press releases or other communications about the event or meeting.

**Renters' Equipment:** No one will use renters' equipment without express permission.

**Town and State Laws:** The use of the building and facilities of the Winchester Unitarian Society is subject to the laws of the Town of Winchester and the Commonwealth of Massachusetts. The person signing below accepts responsibility for compliance with these laws and the terms and conditions of this agreement.

**Fireplaces** in the Parlor, Michelsen and Wallace Rooms have been capped and cannot be used.

**Smoking** is not permitted anywhere in the church.

### **Keys**

One-time users of the building who either will not have a Sexton present or do not have a key and need access to the church may sign out a key from the Administrator. This key must be returned after the event. Certain people, such as officers of the church, chairs of committees, and repeat users may also possess keys. The Church Administrator will keep a list of all key holders.

**Signs** may be posted the day of use and then removed. Nails, tacks, screw hooks and adhesive tape may not be used.

**Decorations** shall not be attached to chandeliers, pipes, stage curtains, window drapes or wall brackets. Fire codes require that no decoration be placed within one foot of the enclosure of a lamp and that paper decorations be flameproof. No nails, hooks or thumbtacks may be driven into walls or woodwork. No confetti or rice is to be thrown inside OR outside the church.

### **Alcohol**

Alcohol may not be served at any event with people under age 21 attending. For other events, the Standing Committee delegates to the Administrator the authority to approve serving alcoholic beverages (beer and/or wine). If permission is given, the lead person must apply for a one-day liquor license from the Town of Winchester (<https://www.winchester.us/222/Licenses-Permits>). Groups may need to submit proof of current Liquor Liability Insurance. If new building users wish to serve alcohol, the Church Administrator will consult with the Standing Committee.

**Children** must be supervised at all times.

### **Fees**

**Space (# of people) Fee**     \_\_\_

Sanctuary\* (400)    **\$375./**three hours, **\$125./ea** addl or **\$875.** for 8 hour day  
Metcalf Hall\* (200)   **\$180./**three hours, **\$60./ea** addl or **\$420.** for 8 hour day  
Meyer Chapel\* (60)   **\$180./**three hours, **\$60./ea** addl or **\$420.** for 8 hour day  
Symmes Room (50)   **\$105./**three hours, **\$35./ea** addl or **\$245.** for 8 hour day  
Michelsen Room (25)   **\$75./**three hours, **\$25./ea** addl or **\$175.** for 8 hour day  
Parlor (20)    **\$60./**three hours, **\$20./ea** addl or **\$140.** for 8 hour day  
Winsor Room (20)   **\$60./**three hours, **\$20./ea** addl or **\$140.** for 8 hour day  
Downstairs Kitchen   **\$45./**three hours, **\$15./ea** addl

\* Use of the organ or piano by special arrangement.

If a group requests that the Society provide setup, cleanup or close-up for a function, a sexton is required.

*All meetings exceeding 50 persons, and all groups unfamiliar with the church building, require the presence of one of the Society's sextons for a minimum of three hours.*

### **Deposits, Cancellations and Refunds**

*A deposit of \$50 is required to secure a rental.*

Cancellation three or more months prior to use: full refund

Cancellation 1-3 months prior to use: 50% refund

Cancellation less than 1 month prior to use: no refund

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**Building / Equipment Use Agreement**

The Winchester Unitarian Society agrees to building/equipment use as noted below. The person signing this form agrees to abide by the Building Use Policy (previous pages).

Event or Organization: \_\_\_\_\_ Event date: \_\_\_\_\_

Arrival time: \_\_\_\_\_ Departure time: \_\_\_\_\_ Event time: \_\_\_\_\_

Lead Person responsible for group: \_\_\_\_\_

Address: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Telephone \_\_\_\_\_

Email address: \_\_\_\_\_

Room(s) requested: \_\_\_\_\_ Number of attendees: \_\_\_\_\_

Event type (meeting, lesson, rehearsal, concert): \_\_\_\_\_

Equipment requested: # chairs: \_\_\_\_\_ # tables: \_\_\_\_\_ other: \_\_\_\_\_

Wireless internet access required?

Food served?

Alcohol to be served?            Yes    No    (If yes, see policy on previous page.)

Sexton required?:            Yes    No

Space Usage Fee (see previous page): \_\_\_\_\_ Sexton Fee (\$35./hr, 4hr minimum): \_\_\_\_\_

***Make space usage checks payable to Winchester Unitarian Society.***

***Sextons are paid directly by cash or check.***

***Please review Building Use Policy on previous pages. Sign below to indicate that you will abide by them. Return signed form to the church office by mail or email. A copy will be sent back to you. Agreement is not in place until deposit has been received.***

Signature of Lead Person & Date

**FOR STAFF** (initial each entry)

Deposit amount paid + date \_\_\_\_\_ Entered on calendar \_\_\_\_\_ Balance due \_\_\_\_\_ Balance paid +

date \_\_\_\_\_ Date key given \_\_\_\_\_ Date key returned \_\_\_\_\_