

*First Parish in Plymouth*  
NATIONAL MEMORIAL PILGRIM CHURCH  
UNITARIAN UNIVERSALIST  
19 TOWN SQUARE  
PLYMOUTH, MASSACHUSETTS 02360  
508-747-1606  
*The Oldest Continuous Church in New England*

**PROPERTY USE AGREEMENT**

1. **Facilities Included:** \_\_\_\_\_

2. **Date and time:** \_\_\_\_\_

3. **Custodian's Fee (if needed):** \$\_\_\_\_\_ (Where custodian services are required, the fee is \$30.00 per hour, one hour minimum. Make check payable to Brian Sutherland.)

4. **Name of Organization:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone No.** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

**Person Responsible for Key Code:** \_\_\_\_\_

**Rental Conditions:**

- Children will be supervised and will remain under adult supervision for the duration of the event (cars and foot traffic are common around the building).
- Pianos are not to be moved.
- Furniture and equipment will not be dragged across wooden floors (scratch easily). Tables and chairs must be lifted and carried. Excessive scratching will result in charges as well as loss of privileges.
- Kendall Hall, kitchen, and bathrooms must be left in same condition as found; chairs stored neatly, tables restacked.
- All trash must be bagged and taken to the First Parish dumpster, which is located at the side of the Parish House near the circle.
- Nailing into *any* walls is strictly prohibited; use of any tape or adhesives on woodwork or stained glass is prohibited.
- Planned activities will be safe and appropriate.
- Candles or open flames are strictly prohibited.
- At the close of the event, all lights must be turned off and exit doors secured. Building will be left in the same condition in which it was found. All property belonging to the user shall be removed.
- Alcoholic beverages prohibited.
- Kendall Hall lower door will not be propped open during entire rental time; someone must be stationed at all unlocked doors to control entry by unauthorized personnel. Front sliding doors are not to be locked from the inside while building is in use.
- Signer below takes personal responsibility for any damage, abuse, or destruction to First Parish buildings or property.

**Utilities Expense Donation:** \$\_\_\_\_\_ (Must be paid prior to the event)

**Damage/security Deposit of** \$\_\_\_\_\_ required.

**I agree to the conditions outlined in this contract and by signing below, I take full responsibility for any damages incurred by my guests or me during my use of First Parish facilities. Non compliance will result in loss of privileges.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

# POLICY AND GUIDELINES FOR FIRST PARISH IN PLYMOUTH



19 Town Square,  
Plymouth, Massachusetts  
508-747-1606  
[www.firstparishplymouthuu.org](http://www.firstparishplymouthuu.org)  
[office@firstparishplymouthuu.org](mailto:office@firstparishplymouthuu.org)

1. Any use of the facilities or property of **FIRST PARISH IN PLYMOUTH** must be cleared through the Office Administrator.
2. Any organization renting our facilities must be in accordance with the overall principles of the Unitarian Universalist Association (see below).
3. Any use associated with the programs and mission of **FIRST PARISH IN PLYMOUTH** will take priority over outside rentals. Should an unscheduled church event occur during a rental, such as a funeral or special parish meeting, consideration will be given to the renter with as much advance notice as possible.
4. All approvals are subject to the fee schedule as outlined. In specific cases, however, adjustment in fees may be made by the Office Administrator in consultation with the Minister. Such modifications shall be specified in writing prior to final approval of the reservation.
5. Reservations cannot be made more than three months in advance. Requests to hold the date can be made through the Office Administrator.

## 7 Principles



1st Principle: The inherent worth and dignity of every person;

2nd Principle: Justice, equity and compassion in human relations;

3rd Principle: Acceptance of one another and encouragement to spiritual growth in our congregations;

4th Principle: A free and responsible search for truth and meaning;

5th Principle: The right of conscience and the use of the democratic process within our congregations and in society at large;

6th Principle: The goal of world community with peace, liberty, and justice for all;

7th Principle: Respect for the interdependent web of all existence of which we are a part.

## **FEE SCHEDULE FOR USE OF FIRST PARISH IN PLYMOUTH**

Sanctuary	\$500
Restoration fee for weddings only	\$100
Brewster Chapel	\$300
Kendall Hall	\$150
Kendall Hall & Kitchen	\$200
Kendall Hall & Sanctuary	\$625
Kendall Hall, Kitchen & Sanctuary	\$675
All Meeting Rooms in Parish House	\$50

All of the above fees are based on the assumption of a single meeting event in the morning, afternoon or evening. Any reservation for an event of a repetitive or extended duration would require negotiated adjustment by the Administrative Secretary. In addition to the above, additional fees may be required for custodian, organist and minister where applicable.

When a request is received from a member of the church on behalf of a parent or child who is not a member and would like to use the meetinghouse sanctuary or Brewster Chapel for a wedding, the usual non-member rental fee and minister's fee will be waived. All other fees remain in effect.

When the services of the custodian of First Parish are required, he shall be reimbursed at \$20 an hour for a minimum of 3 hours.

### **GENERAL RULES COVERING USE OF FIRST PARISH FACILITIES:**

Young people under age 18 must have adult leadership present.

No parish property can be removed or borrowed for use in places other than buildings of First Parish without approval from the Office Administrator.

No posters or materials shall be affixed to walls, doors, etc.

Facility shall be restored to the order found upon occupying it. All property belonging to the user shall be removed, all lights turned off and all doors secured before leaving.

Renter assumes full responsibility for cost of repair of all damage to building and contents.

### **INDEMNIFICATION BY RENTER**

The undersigned individual and the organization they represent shall indemnify, defend and hold harmless First Parish in Plymouth and each of their respective officers, members, officials, directors, employees, and agents from and against any and all suits, actions, legal or administrative proceedings, claims, demands, damages, losses, liabilities, interest, penalties, costs and expenses of whatever kind or nature (including reasonable fees and expenses of legal counsel) that may be suffered, incurred or sustained by or awarded against First Parish in Plymouth arising out of rental of any of the First Parish facilities.

Signature (must be over 21): \_\_\_\_\_