

First Church Unitarian Universalist of Leominster

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 Rev. Dr. Susan Suchocki Brown, *Minister* Bonnie Picone, *Office Coordinator*

Application for Use of First Church Unitarian Universalist Facilities

Event Name: _____ Event date(s): _____

Applicant Name: _____ Reoccurring: _____

Applicant Address: _____ Start Time Listed for Event: _____

STREET

Church Arrival Time: _____ (for set-up)

Departure Time: _____ (after clean-up)

TOWN, STATE, ZIP CODE

Contact Person: _____ # of Attendees Expected (max. 125) _____
 (IF DIFFERENT FROM ABOVE)

Telephone: Day _____ Evening or Cell _____ E-Mail: _____

Brief Description of Event:

Any Fire or Police Detail, if required, is separate and the responsibility of the Applicant to set up prior to confirmation of Event.

Fire Detail Contact	Date	Police Detail Contact	Date	Not Required	
RATE BASED ON ARRIVAL & DEPARTURE ABOVE-LISTED					
Space Requested: _____	Upstairs _____	Sanctuary _____	Chapel _____	Parlor _____	\$ _____
	Downstairs _____	Hall _____	Lady B' Parlor _____	Classroom _____	\$ _____
	Kitchen: _____	Full use _____	Beverages only _____		\$ _____
Church Equipment Required: _____					\$ _____

Rental fee: _____ Date received: _____ By: _____
Full amount due at least 1 week prior to event. or when requested by Office Coordinator.

NON-REFUNDABLE SECURITY DEPOSIT DUE WITH APPLICATION TO CONFIRM RESERVATION.

Security deposit amount: _____ Received by: _____
 Received from: _____

Security Deposit will be held until after the event. A portion may be kept to cover any damage or janitorial fees due to incomplete clean-up. Facility must be restored to original state at end of event.

By signing below, I acknowledge that I have read and understood the Church Policy for Building Usage will adhere to the policy therein. I agree to accept liability for damage to church property not covered by insurance caused as a result of this event and/or its attendees.

Signature of Applicant: _____ Date: _____

FOR OFFICE USE ONLY

_____ Church Member _____ Community Event _____ For Profit Event \$ _____ Ticket Cost
 or Regular Contributor No Charge or Donation Requested Attendees Charged or Donation Requested
 Payment in Full Received: _____ By: _____ Date: _____
 Keys needed: _____ Rec'd: _____ By: _____ Returned: _____
 Opening Arrangements: _____ Closing Arrangements: _____
 Fire or Police Detail Required? YES NO *If yes, complete above contact info before confirming.*

*First Church Unitarian Universalist
Leominster, MA*

First Church Vision Statement:

“We, the members of First Church Unitarian Universalist, dedicate ourselves to walk together in ways of truth, goodness and beauty, to be an anti-racist, democratic, nurturing community of love, to be a support to each other in times of need, and to stand in the larger community for those values of tolerance, justice, equality and love by which we attempt to live our lives.”

YOUTH CONCERTS: POLICIES AND PROCEDURES

The Parish Committee of First Church Unitarian Universalist in Leominster, MA has approved the use of the church building for youth concerts. Guidelines and rules have been created to protect First Church Unitarian Universalist, the participants and the community from major disruptions. Although we recognize that there may be risks in allowing these gatherings, in the spirit of supporting and being tolerant and open to allowing the disenfranchised and marginalized to have a place to gather and flourish, and because we have a vision statement that supports this philosophical statement, we the members of the Parish Committee believe that the commitment to our vision statement outweighs the risks.

Adopted in full assent at the Parish Committee meeting held on October 17, 2006.

Rules and Guidelines

1. **The group organizers will be in touch with the Leominster Police and Fire Departments prior to any event.** Group organizers will follow their guidelines and will notify us in writing that they have been in communication and will state what the recommendations/ requirements are. Any cost associated with this will be the responsibility of the organizer. **The group organizers will notify us of the names of the person they spoke with at the Police and Fire Departments.**
2. The organizers will form a Security Committee made up of persons at least 21 years of age who are known to the groups and familiar with them. The organizers will provide First Church Unitarian Universalist with the names, addresses and phone numbers of those members. First Church Unitarian Universalist reserves the right to disallow any person so named or to request further information about them.

The Security Committee must work with the police officer on duty and report any observed or suspected illegal activity immediately to the police on duty and the organizer. If any illegal or harmful activity is engaged in or observed, the Security Committee does have the right to shut down the concert immediately. **In all cases the Security Committee and organizer must follow the command of the police/fire officer (s) on duty.**

3. **Names of groups performing will be given to the church in adequate time for First Church Unitarian Universalist to research those groups.** Any group whose music contains lyrics that promote violence, hate or overt oppression against anyone will not be allowed. These will be measured against the First Church Unitarian Universalist vision statement. (see above)
4. **No outside drinks or food are allowed in.** Any attendees leaving the building temporarily (smoking, etc.) must remain inside a clearly marked area if they intend to return to the event; if they leave this area they may be denied readmission.

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5. **The number in attendance is limited to 125 persons in the building at all times.**
6. **No use of other rooms is allowed except for the downstairs hall and rest rooms.** If attendees are found in other rooms they may be asked to leave. The bands will be allowed use of one classroom to gather prior to being on stage.
7. **A deposit will be held for one week after the event** and sent back to the organizers. The deposit will be held if the building is not returned to its original state or if any violation occurs.
8. **The person signing the agreement for building use must be 18 years or older.**