

FIRST PARISH CHURCH FACILITIES FEES**Non-Members & Profit**

USAGE PERIOD: Generally a usage period will be a **four-hour block of time**: One morning, one afternoon, or one evening, or less. This is a flexible rule to allow for the wide variety of usage patterns. However, usages which tie up the space for significantly more than four consecutive hours will be considered as two usage periods. A full day and evening constitutes three usage periods. In order to book your date on the calendar, the Building Use Application needs to be signed, and we will need a 50% deposit of fees. **The balance of the fees must be received within 30 days of event.**

Rental and/or use of the facilities of First Parish Church is contingent upon a signed acknowledgement that First Parish is a Church committed to the principle that every person has inherent worth and dignity. Therefore nothing that discriminates or excludes anyone on the basis of race, class, religious conviction, sexual orientation, gender, or national origin will be allowed.

PROHIBITED USES: STYROFOAM PRODUCTS, THUMB TACKS, DUCT TAPE, SCOTCH TAPE IN ALL AREAS CONFETTI AND BALLOONS ARE NOT PERMITTED IN THE SANCTUARY, PARLOR OR HALL.

HARVEY ASSEMBLY HALL PROFIT - \$200.00 NON-PROFIT - \$100.00

Hall Capacity: 300

18 - Long Tables, 6' long x 29" wide 150 Chairs (approx. 14 card tables)

Seating Capacity: 108 @ 6 per table 144 @ 8 per table

Hall Dimensions: 36' x 50' x 14' high 1800 sq. ft.-(25,200 cubic ft)

STAGE RENTAL: \$100. 00**AUDIO VISUAL EQUIPMENT: Projector: \$75.00**

(Please ensure you have a qualified user for this equipment. The church cannot be responsible if the projector does not work due to an inability to operate the projector. If the projector is determined, by Church personnel following your venue, to indeed be defective, then the tenant shall not be refunded their monies).

VCR/DVD: 25.00**SANCTUARY USE (Concerts, Lectures) PROFIT - \$500.00****NON-PROFIT - \$300.00**

Center Aisle Length 60 feet

Seating Capacity: Sanctuary Pews: 550 Choir Loft: 50

STAGE RENTAL (requires assembly): \$100. 00**SANCTUARY SPOT LIGHTS \$30/hour of use**

(A FPC member must operate the Sanctuary spot lights)

AUDIO SYSTEM (in Sanctuary) \$25.00 (flat rate)

KITCHEN USE:

Light Use \$50 (brewing & serving coffee, USER PROVIDES COFFEE)
Heavy Use \$100-\$200 (preparation of meals, any usage requiring use of
stove, oven or dishwasher)

****PLEASE NOTE: ALL TRASH NEEDS TO BE TAKEN OFF OF CHURCH PREMISES BY THE RENTER. IF TRASH IS LEFT IN BAGS ON PREMISE OVERNIGHT IT ATTRACTS ANIMALS.**

If Alliance Group is in the kitchen (for memorials) – A donation is made to the Alliance:

Minimal amount: \$100.00 for 50 people or less, \$1.00 per person after the minimal.

Checks made payable to “First Parish Church Alliance Group”.

Fees due 2 weeks prior to memorial.

RUBY GRAVES PARLOR \$100 (seats 35 maximum)

CHAPEL \$100 (seats 60 maximum)

CLASSROOMS \$25 per classroom, per 2 hour period of use

SEXTON'S FEE (when required for any of the above building uses) \$25.00/hr. (Four-hour block of time)

Table candelabra	8", 10" or 12"	(6 count)
Pew candelabra	8", 10" or 12"	
(5 per holder.....16 holders)		

FRONT LAWN USAGE **Rental: \$200** (based on a 4 hour block of time)

The First Parish Church front lawn may be utilized for outdoor events with the compliance of the following regulations:

- no cutting of branches
- no nailing of signs to trees
- no parking on the front lawn
- a detail police officer hired for traffic control
- pickup and removal of all debris at end of day
- any tent holes created in the ground, filled in accordingly