



**FIRST PARISH CONGREGATIONAL CHURCH
12 Beach St, Saco, ME 04072**

Building Rental and Usage

Tel (207) 283-3771
Fax (207) 283-9023

e-Mail: office@firstparishsaco.org
Website: www.firstparishsaco.org

A walk through of the facility with the applicant and the church contact person will be required following the approval by the First Parish Staff and prior to submittal of the completed application and deposit payment.

A. Applicant Information

Name and Address of Renter: _____

Name and Address of Contact Person: _____

Name of Event: _____

Date of Event: _____

Name of Church Contact Person: _____

Contact Person's Telephone	Contact Person's Cell Phone	Fax
Organization Telephone	Organization Cell Phone	Fax

Contact Person's e-Mail address	Organization's e-Mail address

Church Contact Telephone	Church Contact e-Mail address

On behalf of the applicant, the undersigned agrees to abide by the Church's Building Rental and Usage Policies and Procedures as set forth in this Building Rental Request Form and Building Rental Booklet.

Signature: _____ Date: _____

B. Event Information to define Rental or Usage

Type of Event (check one or select 'Other' and describe event)

- Wedding Reception Academic Class
 Meeting Musical Event Lecture
 Other (please describe the event):

Approximate Attendance for Event: _____

Date(s) of Usage: _____

Time of Event: Beginning _____ AM/PM Ending _____ AM/PM

Time to open the building: _____ AM/PM

Time to close the building: _____ AM/PM

Space(s) to be used:

- Sanctuary (400 person capacity)
 Fellowship Hall (100 person capacity)
 Workshop Room (100 person capacity)
 Kitchen (facility trained person required to be on site)

Does the renter require the use of dishes, utensils, linens, napkins, salt/pepper shakers, sugar, coffee creamer? (Please circle) **Yes No**

- Parlor (10 person capacity)
 Flexible Use Room (20 person capacity)
 Conference Room (20 person capacity)
 Church School Room(s) (20 person capacity)
 Showers (renter will be responsible for providing linens, toiletries, etc.)
 Media Services – (please see Media Information Guide and complete the worksheet, if needed.)
 Piano Organ - use of musical instruments are by arrangement only with the Music Director
 Other: (please describe)

Food/Refreshments for event (provided by renter) (please specify if applicable):

Kitchen requirements: (please specify if applicable):

Set up requirements: Please attach a diagram of requested set up.

Number of Tables needed	Number of Chairs needed

Fee Structure

(Effective 3/15/2013)

Rental Option	Non-Profit Organization	Non-Member or For-Profit Group
Sanctuary	\$200.00	\$500.00
Fellowship Hall	\$175.00	\$425.00
Workshop Room	\$175.00	\$425.00
Kitchen	\$160.00	\$275.00
Parlor	\$60.00	\$125.00
Flexible Use Room	\$60.00	\$125.00
Tables/Chairs	\$25.00	\$50.00
Dishes/Utensils/Linens, etc.	\$25.00	\$50.00
Piano/Organ	\$25.00	\$50.00
Church School Room(s)	Price per room:	Price per room:
<input type="checkbox"/> Once a month	\$18.00	\$80.00
<input type="checkbox"/> Twice a month	\$15.00	\$70.00
<input type="checkbox"/> Once a week	\$13.00	\$65.00
<input type="checkbox"/> 2-3 times a week	\$11.00	\$55.00
<input type="checkbox"/> 4-5 times a week	\$10.00	\$50.00
Youth Room	\$80.00	\$150.00

C. Fees Worksheet

Rental Option	Space information	Fees
Special Event Custodial Fee		\$25.00
Sanctuary	400 person capacity	.00
Fellowship Hall	100 person capacity	.00
Workshop Room	100 person capacity	.00
Kitchen	Facility trained person on site	.00
Parlor	10 person capacity	.00
Flexible Use Room	20 person capacity	.00
Conference Room	20 person capacity	.00
Church School Rooms	20 person capacity	.00
Showers		.00
Tables	X =	.00
Chairs	X =	.00
Dishes, utensils, linens, napkins, salt/pepper shakers, sugar, coffee creamer		.00
Media		
Sound System		.00
Video and Projection System		.00
Packages		.00
Organ	Approved arrangement with Music Director	.00
Piano	Approved arrangement with Music Director	.00
Total Fees		.00
50% Due upon approval of request		.00

We cannot guarantee changes to this request less than 10 days prior to the event.

- ◆ Waiver of Liability Form or Certificate of Insurance must be submitted with Building Rental or Usage Request form.
- ◆ 50% deposit is due with approved Building Rental and Usage Request form.
- ◆ BALANCE DUE 7 business days before the event date.
- ◆ No Refund 29 days or less before event date.
- ◆ Cancellation Policy – full refund 29 days or more before the event date.

Renter's Signature: _____

Church Representative Signature: _____

Date: _____

First Parish Sanctuary Media System Guide Information

First Parish is unique for the area and offers a one of a kind Media System in our sanctuary. This system is not included in the rental of the sanctuary and does require extra costs due to the need for trained operators. For costs, please see the [Media System Rental Fees](#) page. Please be aware, though it is our goal to provide you with whatever technological needs you may desire, we do have a limited trained operator base, so **all services are available pending the availability of a trained operator.**

Our fantastic Media System includes:

Sound System with multiple wireless microphones. All Sanctuary rentals include two wireless microphones though additional microphones can be rented as well. Currently we have the following types of wireless microphones available:

- ♦ *Lavaliere Microphone*: Hands free pack can be clipped onto a belt or put in a pocket. The Microphone clips onto a shirt. Good for those who lead an event and will need to speak multiple times.
- ♦ *Hand-Held Microphone*: Typical Microphone that can be held in hand or put on a stand. Good for soloists singing and when multiple people will need to speak at different times during an event in different places.
- ♦ *Podium Microphones*: Good for use on the pulpit or lectern or to be set on a table. Good for speeches or readings.
- ♦ *Choir Microphones*: Good for large groups singing.
- ♦ We also offer a performance mixer which can be used for concerts.

Video Recording System: With four remote controlled cameras located around the sanctuary, we can record live events which can either be put onto a DVD or streamed live to anyone in the world on the internet.

Projection System: With two large projection screens located in the front of the sanctuary, we can show presentations, video footage, and even the live camera feed to everyone in the audience.

Portable Equipment: We have a variety of portable equipment that can be placed in almost any room in the church including a wireless microphone sound system for Fellowship Hall, a portable projector and screen in which a computer or other device can be projected, and a TV/DVD player on a cart. This equipment available by special request and will be priced accordingly.

Though the First Parish Media Team does not provide services for recording outside of the Sanctuary, creation of presentations, video editing, etc, we do have a number of talented individuals who may be willing to do this for an additional cost. If you would like these services, we may be able to set you up with someone who will do this.

If you have any questions or would like to arrange a meeting with an operator to discuss options, please contact the Media Team chairperson Freddie Connelly at fpmediagroup@gmail.com

First Parish Sanctuary Media System Rental Fees

Sound System

Rental Option	Price up to 2 Hours	Added Price Over 2 Hours
Sound Operator Note: A Sound Operator is required for all the below options.	\$10/hr	\$20/hr
3 or more microphones	\$15/hr	\$15/hr
CD Player	\$10/hr	\$10/hr
Performance Mixer-	Price Available upon inquiry	Price available upon inquiry

Video and Projection System

Rental Option	Price up to 2 Hours	Added Price over 2 Hours
Video Recording (Includes Microphones and 1 DVD copy) May require one hour preparation time.	\$100/hr	\$50/hr
Projections with Live Video (added to recording Price) Pre-made Presentations, Pre-Recorded Video or Live Video Feed.	\$30/hr	\$15/hr
Projections Pre-made Presentations or Pre-Recorded Video (Does NOT include live Video Feed)	\$60/hr	\$40/hr
Live Streaming (Up to 5 viewers, additional cost may arise with additional viewers)	\$10/hr	\$20/hr

Packages

Packages	Package Add-Ons
Wedding Package- \$200 Includes Microphones and 2 DVDs	Rehearsal Attendance- \$100 Live Streaming- \$25 CD Player- \$10
Memorial Service (Non-Member): \$200 Includes Microphones and 2 DVDs	Projections- \$30

All rates are subject to changes or modifications approved by the First Parish Media Team. Special Requests may cost extra.

First Parish Media Pricing Information Worksheet

Please fill out this form if you would like to use the Media System. Please check the box next to the options you would like and a Media Team Representative will contact you with a final price based on the pricing structure before including any necessary set up times. Please note any additional information you would like the Media Team to know ahead of time. Also please note that the Media System costs are separate and require a separate check from the rental fees.

Estimated Start Time of Event _____ End Time _____

Total Estimated Length _____

Sound System

<input checked="" type="checkbox"/>	Rental Option	Notes
	Sound Operator	(Required with any below option)
	3 or more Microphones	
	CD Player	
	Performance Mixer	

Video and Projection System

<input checked="" type="checkbox"/>	Rental Option	Notes
	Video Recording	
	Projections with Live Video	
	Projections without Live Video	
	Live Streaming	

Additional Notes/Information:

X _____

Renter's Signature

X _____

Operator's Signature

X _____

Date

All Media Services are provided pending availability of a trained operator, if no operator is available all fees paid will be refunded. Any material presented or performed using the First Parish Media System or Media Equipment must be free of any violation of any laws including but not limited to U.S. Copyright laws. Notice that the Church has licenses that may allow certain copyrighted materials to be used. By renting, the renter agrees to take full responsibility for any violations. Media Staff may reject use of any material the feel may not be acceptable under Church Policy.

FOR ADMINISTRATIVE USE ONLY

Rental or Usage:

Contact Person:

Facilities Team Approval: Yes _____ No _____

Insurance Certificate or Signed Liability Waiver received: Yes _____ No _____

Deposit Received Amount: _____ Date _____

Balance Received Amount: _____ Date _____

Forward to the following Teams or Groups:



FIRST PARISH CONGREGATIONAL CHURCH
12 Beach St, Saco, ME 04072

Building Rental and Usage

Policies and Procedures

The following ***conditions and fees*** pertain to the use of Church facilities by individuals and groups.

1. Conditions

- a.** Church policy prohibits smoking or the possession, serving, or use of intoxicating beverages or drugs on the premises.
- b.** The Church Office will be closed on the following holidays: New Years Day, Martin Luther King Day, Presidents Day, Patriots Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving, and Christmas Day.
- c.** Any person or groups using the facilities are responsible for replacement of missing equipment or repair of any damage incurred. All facilities must be left the way they were found.
- d.** Certificate of Liability Insurance and/or a signed Waiver of Liability must be provided for rentals. The Church is not responsible and will be held blameless for loss of or damage to personal property of others or for personal injury occurring at any event.
- e.** Only the rooms or rooms requested may be used, and only equipment requested may be used.
- f.** All children must be supervised by an adult during use of the church building.
- g.** For weddings, wild birdseed only may be thrown and only outside the building. No confetti and/or rice may be used.
- h.** During calling hours or funeral services at the Funeral Home (which shares the church's parking lot), renters and anyone attending the renter's event or meeting must find other parking options. At all times, renters are responsible for ensuring that those attending their function park in authorized locations only.
- i.** If use of the facility differs from that requested, or the participants' behavior is not appropriate, access to the building will be revoked.
- j.** Violations of Church security or Church policies will be justification to cancel any agreement.

2. Fees

- a.** Fees and/or donations cover only part of the cost of providing Church Space for our community mission.
- b.** All Short-term rental fees must be paid to the Church Office prior to the event. Long-term rental agreement fees are due the first of each month for that month (paid in advance). Fees not paid within 15 days of the due date will cause the agreement to be cancelled and the relationship terminated.
- c.** Fees associated with falsely activated security alarms for the building will be the responsibility of the renter. It is the responsibility of the renter to ensure they follow proper building entry & exit procedures as instructed by the church.
- d.** Long-term agreements will be negotiated annually with the Facilities Team, prior to the calendar year. Rental fees may increase each year based on the operating cost of the Church and/or any increase in the cost of living index. Any increases will be effective January 1.

The following ***operating procedures*** pertain to the use of Church facilities by individuals and groups.

1. The Church office personnel will handle all organizations, members and non-members applications requesting usage of church space. Building usage/Rental Request Forms must be filled out in its entirety for all functions. Church Members and Teams must submit Build Usage Forms before every special event to The Church Office for Staff approval and scheduling; to identify the responsible person(s) who will open/close the building; and to identify the trained person(s) who will be using the Kitchen Equipment or Audio/Visual Systems.
2. When the applicant submits a Building Usage / Rental Request Form to the Church Office, it will be forwarded to the Facilities Team, the Church Moderator will sign the contract indicating approval of the rental contract. The original approved agreement will be kept in the Church Office and a copy sent to the applicant.
3. When organizations or groups using the Church building change officers or contact persons, the church must be notified and a new liability waiver signed and updated. Arrangements for building access keys and alarm codes must also be updated.
4. The Facilities Team must approve any exceptions, variations, or changes to the rental contract, fees, policies, or procedures.
5. The Senior Minister has the authority to waive or adjust fees for non-member weddings and funerals. A waiver of liability form and formal contract will be completed including the fee charged and the minister's signature will approve it. For Church Member weddings and funerals, Building Usage Form should be completed. Waivers of liability forms are not required from Church Members for any Church activity.
6. Requests for use of the Church facility by or for political candidates will not be approved.
7. Certain community service organizations may be considered FREE WILL DONATION APPLICANTS (donations accepted to help cover custodial/utility/maintenance costs):
 - Alcoholics Anonymous
 - American Heart Association
 - Girl Scouts

The following *safety policies and procedures* pertain to the use of Church facilities by individuals and groups.

1. Fire and Emergency Evacuation:
A copy of our church evacuation is in everyone of the rooms on the lower level. All renters please take note of this procedure. We encourage you to practice with the children/youth, this procedure.
2. Two adults to every classroom including the Nursery:
For any church-sponsored program, event or ministry involving children or youth, two adults at all times is a necessity. Risk will be further reduced if these two adults are not related. This rule provides important protection to the church's workers as well as children and youth. We ask all renters that work with children/youth to be in compliance with this issue.
3. Tree-nut/Peanut Free Lower Level Policy:
See brochure for the safety and good health of all who gather at First Parish, (the Faith Community and all who rent space on the lower level), the Christian Education Team has a policy to prohibit "Peanut/Tree Nuts on the lower level. Please remember to always check the label.
4. Windows in all classrooms and/or open doors:
 - a. Windows in all classroom doors removes the opportunity for secrecy and isolation.
 - b. Half doors, (Nursery and PreK/Kindergarten class), offers protection against children wandering outside the classroom and allows for full visual access.
5. No workers (classroom or nursery) under the age of eighteen:
In implementing the no workers under eighteen policies, the church reduces its risk of injuries to its children and youth. Every group that rents space from First parish, (that has children or youth under the age of eighteen, must have adults, (over eighteen), that are supervising.
6. Background checks on all adults that work with children and/or youth:
Background checks are probably the two most dreaded words used in association with safety policies. It is, however, the best way to demonstrate that the church has taken reasonable actions to protect its children and youth. This policy coupled with the two adults in every classroom rule further demonstrate that the level of importance in which the church views safety. Our Christian Education Team implements background checks on its church school teachers, youth fellowship leaders, confirmation mentors, Vacation Bible School teachers and youth/children's music directors. All groups that work with children and youth, need to have background checks done on their leaders, directors, teachers, or sign a waiver stating that background checks were completed on all their directors, instructors, supervisors and workers of children and youth.

The following *fire and emergency evacuation policies and procedures* pertain to the use of Church facilities by individuals and groups.

First Parish Congregational Church of Saco has set forth the following Fire & Emergency Safety Evacuation Plan to ensure the safety of all people using our building. The Plan includes specific awareness to all staff, Team members, Church School teachers, long and short term renters including childcare programs, and a general awareness to the congregation at large.

First Parish Congregational Church of Saco will periodically conduct fire drills coordinated with the Saco Fire Dept. and the senior minister. The Saco Fire Department has reviewed and endorses this plan. If you are in the building and the automatic fire alarm sounds, you must prepare to evacuate the building immediately.

1. Assist those less ambulatory than yourself.
2. Call 911 and give as much detail as you can.
3. Evacuate the building by your safest exit route.
4. Go to the Emergency Gathering Spot (across the parking lot to the rear of Dennett, Craig and Pate).
5. Church School teachers will remain with their classes.
6. Do not re-enter the building until the Fire Dept. gives an "All Clear".

In the event you come upon fire or smoke in the building and the fire alarm has not yet been activated, go to the nearest Pull-Station to activate the fire alarm. Pull-Stations are located near every exit door.

1. Assist others while evacuating the building by your safest route.
2. Go directly to the Emergency Gathering Spot located across the parking lot behind Dennett, Craig and Pate.
3. Do not re-enter the building until the Fire Dept. gives an "All Clear".



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Building Rental and Usage

Background Check Waiver Form

The First Parish Congregational Church, UCC of Saco, Maine is committed to providing a safe and secure environment for all children, youth and volunteers who participate in ministries and activities sponsored by the church. Through this registration form we are preserving this church as a holy place of safety and protection for all children, youth, and teachers, volunteers or paid, who enter this place to experience relationships with others. A background check needs to be done for each adult that works with children and / or youth under the age of eighteen. All background checks will be the sole responsibility of the renter. We ask that the person renting on behalf of a group needs to fill out the below waiver stating that ALL adults working within that group has had a background check and has been found clear of any wrong doing regarding children and youth.

This form will need to be filled out and must accompany each rental agreement before rental space is approved. This form will be kept on file. A new form must be filled out for every renewal and / or when teachers, instructors, workers etc begin their time with the group or program. Failure to do so may result in denial or revoking of rental agreement.

To be filled out by leader of any group renting space within First Parish Congregational Church of Saco, United Church of Christ that works with children and youth under eighteen years of age.

I, _____, hereby acknowledge that the following people* (print names):

- 1. _____
- 2. _____
- 3. _____
- 4. _____

that work under my organization's supervision have had a background check done by (name of program/group - please print)

_____;
and have a clear background criminal record regarding children, youth, and elderly.

Signature: _____

Date: _____

*If more than four people, than please use another form.



**FIRST PARISH CONGREGATIONAL CHURCH
12 Beach St, Saco, ME 04072**

Building Rental and Usage

**WAIVER AND RELEASE
FROM LIABILITY FORM**

Name of Organization: _____

Part of Church Facility Used: _____

Date(s) of Use _____

Purpose of Use _____

In exchange for and in consideration of the use of the above referenced church facility, I/We, the undersigned duly authorized representative(s) of

_____ hereby waive any and all liability which shall or may be attributable to or alleged against First Parish Congregational Church and/or its agents, employees or volunteers resulting from our use of the church facility. I/We acknowledge that there is a risk associated with using the church facility under these conditions including, but not limited to, dangers of falling ice or snow, perilous conditions of parking lots, walkways, entry ways, floor surfaces and other construction and/or maintenance related liability problems. Notwithstanding the above mentioned risks, I/We hereby waive any rights which our organization or its individual members may have against First parish Congregational Church. I/We agree that this waiver and release from liability will be shown to all members of our organization and its implications fully explained to them prior to using the church facility. In the event of an injury to any of our members, I/We agree to indemnify and hold the Church harmless against any and all claims which may arise including costs for legal fees. I/We waive all rights and the rights of our members to pursue claims against the Church for any damages or injuries incurred as a result of our use of the church facility.

In witness whereof, I/We have set our hand(s) and seal this _____ day of _____, 20__:

BY _____
Authorized Representative of First Parish Congregational Church - Saco

PRINT NAME _____