



## Event Policies at First Parish Church

- 1) Organizers of recurring meetings may be given keys and/or a passcode to the building. Keys are not to be shared or copied without permission.
- 2) All spaces must be kept clean and be left in the condition in which they were found. Light kitchen use (e.g. making a pot of coffee) is permitted. The kitchen must be kept clean and renters must supply their own coffee, tea, cups, etc.
- 3) No organization or individual using the building may discriminate on the basis of race, gender or sexual orientation. Clubs that inherently cater to one gender or age group (e.g. the Girl Scouts) are acceptable.
- 4) Church needs and events take precedence over outside rentals. Once the church commits to a rental, of course, that commitment becomes our top priority. The exception to this rule may be a rare request to a recurring renter to change a location or date in order to accommodate a specific church function.
- 5) Renters must be respectful of our space and others who may be using it. Renters who are disrespectful or disruptive may not be permitted to return, and/or may be charged for damages or cleaning costs.
- 6) All preliminary meetings and tours must take place during office hours and must be scheduled in advance.
- 7) No furniture, flags or musical equipment may be moved in the chapel or sanctuary.
- 8) Renters must stay in the areas to which they have been assigned, along with appropriate access hallways and restrooms. Renters and their guests may not wander the building at will, and particularly may not enter offices, utility or storage areas without permission.
- 9) No decorations, posters or worksheets may be taped, nailed, tacked or otherwise attached to doors, ceilings, woodwork or walls.
- 10) Recurring rental fees must be paid monthly.
- 11) Rental fees for single events require a 50% non-refundable deposit at the time that the rental is booked, with the remainder due no later than one week before the event. Rental checks may be mailed or placed in the mailbox outside the administrator's office.
- 12) Rental forms must be signed by an adult over the age of 18. All activities involving children or teens require the presence of a responsible adult, over the age of 21, at all times.
- 13) Rental fees may be discounted or waived for church members in good standing.
- 14) Rental fees may be discounted or waived at the discretion of the Board of Trustees.
- 15) Events are contracted on a case-by-case basis, based on the needs of the renter and the needs of the church. Event sponsors or organizers may be asked to fulfill requirements beyond those listed here.

### Rules Specific to Weddings and Rites of Passage

- 16) If you are not familiar with Unitarian Universalism, please review our website to be certain that our principles and beliefs are consistent with what you wish for your occasion. Our minister may provide a non-denominational or Christian service, if desired, but cannot provide a service that is inconsistent with UU principles.
- 17) Outside musicians may play the church's organ or pianos only with the permission of First Parish Church's music director.
- 18) Weddings or large events may require separate fees for the minister, music director and/or sexton, in addition to space rental fees.

*I have read and understand the above, and agree to comply with the requirements of First Parish Church in Taunton.*

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Signature

Date

Please sign and return this document, along with a completed rental form to:

**Administrator  
First Parish Church in Taunton  
P.O. Box 614  
Taunton, MA 02780**

*Please keep a copy for your records*