

First Parish in Brookline
Space Rental Policy

Principles:

- 1) First Parish actively encourages rentals and seeks to minimize adverse impact on church programming.
 - a. Priorities for Church Use of Space, in order:
 1. Church Programs (Worship, Education, Committee Activities, Spiritual and Community-Building)
 2. Ceremonies for members
 3. Non-profit and community groups whose use is sponsored by the Board and committees as extensions of the FPB mission
 4. Ceremonies for non-members
 5. Modest private functions for members
 - b. When a rental agreement is made with an outside organization, its terms will be honored except in extraordinary circumstances such as a safety issue; that said, the administrator will endeavor to negotiate to accommodate competing needs.
- 2) With very few exceptions, when FPB space is used for non-church programming, we will recover – at a minimum – our custodial and utility costs, estimated at \$25-\$500 depending on event type, space used, time of year, and duration of use.
- 3) Rates negotiated for on-going, more frequent use will take into consideration what the “market” will bear and what opportunities the use creates to “market” First Parish as a spiritual, justice seeking community and/or as an attractive facility available for rent.
- 4) Rates charged will differ for different kinds of users:
 - a. Use by members, e.g., a member’s party or wedding
 - b. Use for mission-focused activities sponsored by First Parish through the Board or a committee, e.g., People’s Café through Social Action, Accompaniment training by an outside group for area residents that is sponsored by the IJC as part of its immigration justice work
 - c. Use by other groups or individuals, e.g., Community Studio, VOICES, Hinge, Facing History and Ourselves
- 5) Consistent with the above guidelines, in general, priority for rental will be given to rentals generating the most annual revenue.
- 6) The church administrator will be responsible for administering the space rental policy with support and guidance from the senior minister and the Space Use Committee, as needed, and will be responsible for reporting to the Finance Committee the terms of long-term rental agreements.

Guidelines:

1) Use by FPB Members and Staff

Members and staff wishing to use available space for parties/events/training will be charged a “member/staff rate” equal to half the rate charged to outside groups for a comparable event in the space as described in section 3 below, e.g., \$300 for a member’s party in Pierce vs \$600 for an outside group’s party.

In addition, subject to pre-approval and when available, available spaces may be used on a stand-by basis on Sunday afternoons for one-on-one or small group sessions for \$50 per afternoon.

For this purpose, membership is required for a year or more; exceptions can be granted by the minister.

2) Use by Individuals and organizations providing mission-focused activities that are sponsored by a committee

Sponsorship of an event entails committee management and “ownership” of the event, i.e., alignment with FPB mission, publicity, presence, ensuring safe use of equipment and space, clean up, etc. These will typically not be charged. The sponsoring committee will be invited to make a contribution to cover costs and/or ask the organization to make a contribution. Not making a contribution will not be considered an impediment to its use, however.

3) All other organizations and individuals

- a. Dana:
 - i. \$50/hour for community and non-profit organizations
 - ii. \$75/hour for others; \$600 per full day
- b. Pierce & Lyon:
 - i. \$225 per two-, three- or four-hour rehearsal/class; \$450 per full day
 - ii. \$600 per event, e.g., party with refreshments
- c. Kitchen: \$100 per event
- d. Sanctuary and ancillary spaces:
 - i. \$1,200 per “high impact” event, e.g., wedding
 - ii. \$ 600 per “low impact” event, e.g., rehearsal; speaker

4) Rental Procedures

- a. Individuals and organizations renting space will complete a rental application; in the case of long-term rentals, a rental agreement will be developed and signed by the individual or representative of the organization and the Church Administrator and/or Board Chair.
- b. A security deposit of \$100 is required at the time of reservation and is refundable if the facilities are left in the same condition of cleanliness and configuration as they were found. Users are responsible for any additional costs, e.g., from damage or cleanup, arising from their activities.
- c. When a church custodian is deemed by the church administrator to be necessary because of the size or nature of the event, payment of \$25 per hour is payable directly to the custodian at the end of the event.
- d. All organizations must agree in writing to follow the appropriate policies related to alcohol, safety and security.