

First Parish in Brookline Space Rental Policy

Principles:

Encouragement of Rentals

First Parish promotes the rental of its spaces while minimizing any negative impact on church programming.

Priorities for Space Usage

- o Church Programs (Worship, Education, Committee Activities, Spiritual and Community Building)
- o Ceremonies for members
- o Non-profit and community groups supported by the Board and committees, in line with the FPB mission
- o Ceremonies for non-members
- o Small private events for members

Once a rental agreement is established with an external organization, the terms will be honored unless there are extraordinary circumstances, such as safety concerns. The Facilities Coordinator will strive to negotiate to accommodate conflicting needs.

Cost Recovery

When FPB spaces are used for non-church events, we will recover at least our custodial and utility costs, estimated between \$25 and \$500 based on the event type, space, season, and duration.

Negotiated Rates for Frequent Use

Rates for ongoing or frequent rentals will reflect market conditions and the potential for promoting First Parish as a spiritual and justice-oriented community or an appealing rental venue.

Variable Rates for Different Users

Members (e.g., weddings, parties)
Mission-focused activities sponsored by First Parish through the Board or a committee (e.g., People's Café, immigration justice training)
Other groups or individuals (e.g., Community Studio, VOICES)

Revenue Priority

Rentals that generate the most annual revenue will generally be given priority.

Administration

The Facilities Coordinator will oversee the space rental policy with support from the senior minister and the Space Use Committee and will report long-term rental agreements to the Finance Committee.

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Guidelines

1. Use by FPB Members and Staff

Members and staff may rent available spaces for events at a “member/staff rate,” which is half the standard rate for outside groups (e.g., \$300 for a member’s party vs. \$600 for an external group). Spaces may also be available for one-on-one or small group sessions on Sunday afternoons for \$50, subject to pre-approval and availability. A minimum one-year membership is required, though exceptions can be made by the minister.

2. Use for Mission-Focused Activities

Events sponsored by committees align with FPB’s mission and include committee management and oversight (e.g., publicity, equipment safety, cleanup). These events typically incur no charges, though committees may be invited to contribute to costs.

3. Rates for Other Organizations and Individuals

o **Dana:**

- \$50/hour for community/non-profit organizations
- \$75/hour for others; \$600 for a full day

o **Pierce & Lyon:**

- \$225 for two to four-hour rehearsals/classes; \$450 for a full day
- \$600 for events (e.g., parties with refreshments)

o **Kitchen:** \$100 per event

o **Sanctuary and Ancillary Spaces:**

- \$1,200 for “high impact” events (e.g., weddings)
- \$600 for “low impact” events (e.g., rehearsals, speakers)

4. Rental Procedures

a. Individuals or organizations must complete a rental application. Long-term rentals will require a signed agreement between the individual or organizational representative and the Facilities Coordinator and/or Board Chair.

b. A \$200 security deposit is required upon reservation and is refundable if the space is returned in its original condition. Users are liable for any additional costs due to damage or cleanup.

c. If a custodian is deemed necessary by the Facilities Coordinator, payment of \$25 per hour is to be made directly to the custodian at the event's conclusion.

d. All users must agree in writing to comply with policies regarding alcohol, safety, and security.