

FIRST CONGREGATIONAL CHURCH  
18 Andover Road, Billerica, MA 01821  
Billerica, MA 01821 Tel: 978-663-8433

HALL / ROOM RENTAL RATES

<u>Hall or Room</u>	<u>Non-Member or any Business Use</u>	<u>Member Personal Use</u>
Dale Hall	\$125.00	\$50.00
Dale Hall + Kitchen	150.00	50.00
Church Parlor	50.00	10.00
Church Sanctuary	100.00	No Charge
Chapel	50.00	No Charge
School Classrooms	25.00	5.00
Door Key (if needed)	20.00	Deposit, refunded when key is returned.
Table & Chair Setup	15.00	
Custodian	\$15.00/hour	(includes rental setup and cleanup time)

Please make 1 checks/money orders payable to: First Congregational Church for the rental fee.

Please make 1 checks/money orders payable to: John Beaton for the custodian fee..

Any Clergy, custodial, musician, etc. fees are to be paid directly to the individuals.

Special fee requests shall be submitted in writing to the Board of Trustees for approval.

It is expected that all fees will be paid on or before the date of your function. The Room/Hall will not be considered "Reserved" until the Board of Trustees has approved your Rental Request and a Deposit of \$50.00 (non-members) has been paid. Thank you.

POLICIES AND REGULATIONS

No smoking is allowed anywhere inside our facility. You must go outside to smoke. Also, no alcoholic beverages or controlled substances of any kind may be consumed anywhere on church property.

The "Responsible Renting Person" must be in attendance at the event and must be 22 years of age or over.

In Dale Hall, we ask that non-marking shoes be worn to protect the finish of the floor. On completion of your event, all tables should be cleaned, the floor should be picked up, and tables and chairs left arranged as you found them. All rubbish is to be placed in the dumpster along the side at the exit driveway. The bathrooms should be left in good condition. There may be another group coming in after you leave. Be considerate. If you are the last group to leave, please turn off all lights and fans and close all windows that are open.

The room assigned to you is the one you must use unless arrangements are made with the church secretary. Our church rents rooms to many groups. If your room is being used when you arrive, allow them to finish. Please respect their privacy and allow them to finish their event.

In case of accident, injury or other emergency, there is a list of emergency numbers posted next to the pay phone near the side entrance. The pay phone number is 978-667-9136, if you should need to receive a call from outside the building. Any damage caused by your group should be reported immediately to a church member, the Minister and/or the Board of Trustees.

The room rented is the only room that may be used without additional rental approval. At least 2 unrelated adults must be present when minor children (other than the renter's own children) are present.

The Trustees have the responsibility to resolve any conflicts among groups using our church facilities.

The Trustees reserve the right to approve or deny any rental request without explanation.

We sincerely appreciate your cooperation in complying with these regulations. Thank you.