

FIRST BAPTIST CHURCH IN NEWTON -- FACILITY USE TERMS AND CONDITIONS

1. All use of the facilities at First Baptist Church in Newton is subject to the prior approval of the Board of Trustees.
2. Use of the church's property is restricted to the areas defined by this approved Facility Request Form and the restrooms on the first floor of the Fogg Building
3. The church property is not to be used for purposes that promote a particular political party or candidate.
4. Smoking in the buildings or in the surrounding property is not permitted.
5. Use of alcoholic beverages is subject to prior approval of the Board of Trustees.
6. Food and beverages are not permitted in the Sanctuary without the prior approval of the Board of Trustees.
7. Sexton services are required for all functions with more than 25 people, unless other prior arrangements are expressly made.
8. The Sexton is to be paid directly for services BEFORE the start of the room time.
9. The fees for the sexton include one hour of regular set-up. If additional services/set-ups are required, they will be determined before setting the final Sexton fee.
10. The church building will be unlocked at the starting time of the function, unless otherwise arranged.
- 11.
12. The renting party is required to supply its own linens, dinnerware, silverware, pots, pans and other utensils, unless expressly agreed to prior to the rental.
13. The renting party and attendees must not engage in any illegal or inappropriate behavior.
14. All functions must end and the church be vacated by the designated time.
15. A proof of Certificate of Insurance is required for all groups, unless specifically exempted by the Board of Trustees.
16. Visits to the church in advance of the event must be coordinated through the church office and should be limited to the extent possible.
17. If minors are to be present, special arrangements must be made prior to the event to ensure they are adequately supervised.

18. Use of the church office phones, copier, or other equipment is not allowed.
19. The facilities must be left in the exact same or better condition than at the beginning of usage.
20. The renting party is responsible for any damage to the building during its use and for or extra cleaning required as a result of its use. The Church, in its sole discretion, may use such amount of the Security Deposit to defray any damage costs. Additional costs must be paid by the renting party.
21. Before the premises are vacated, the responsible person must check that:
 - All non-essential lights are turned off and all windows are locked
 - Restrooms are clean and no water is left running
 - All rooms used by the renting party are left clean. Any equipment used is returned clean to its designated location.
 - Tables/chairs are put away properly
 - Doors are locked.
 - Garbage and trash have been put in plastic bags and sealed and placed in the dumpster outside.
22. If the event is cancelled less than 2 weeks prior to the date, the security deposit is not refundable.
23. The security deposit, less any withholding for damage or clean-up costs, will be deducted from the final cost of the event.
24. The renting party agrees to indemnify and hold the church harmless for any damages that may occur in connection with the event.

By signing this agreement, the undersigned agree to comply with all of the terms and conditions set forth therein. Failure to adhere to such terms and conditions may result in immediate loss of the renting party's privileges to use the church facilities and loss of the renting party's security deposit.

Signature(s): _____ Date: _____
(Renting Party Responsible Person)

Approved: _____ Date: _____
(Trustee)

First Baptist Church in Newton 617.244.2997
848 Beacon Street, Newton, MA 02459 617.969-2454 (fax)

For Church Use Only

DATE CONFIRMED _____

SEXTON CONFIRMED _____