

FACILITIES GUIDELINES, POLICIES, AND CHARGES

To reserve space at the United Parish of Upton, contact the Church Administrator, 508-529-3192 to confirm availability of the date, time and church space to be used.

A Building Use Contract will be completed by the Administrator and the applicant. The Contract will be reviewed for approval by the Administrator and/or the Leadership Council. Once approved, the applicant will be informed of the status of the request and any fees that will be assessed. The Building Use Contract must be signed by the applicant and a church representative to reserve a room and date on the church calendar.

Charges for one-time use of the United Parish of Upton are as follows:

\$100 Sanctuary (typically not used for functions other than religious services)

\$100 Vestry

\$100 Memorial Hall

\$ 75 Kitchen

\$ 50 Custodial Fee (per space used)

\$10/hour, 3 hour maximum (small groups of 15 people or less)

Fees may be waived or reduced for special circumstances and to accommodate member requests.

For more information regarding building use charges for on-going and community groups, contact the Church Administrator.

Alcohol and tobacco are not allowed in the church building or on the premises.

User agrees to reimburse and hold harmless the United Parish of Upton for the fair value of any damages or losses caused to the United Parish of Upton by participants in the event.

User agrees to hold harmless the United Parish of Upton for any injuries that may occur in the course of the event.

The United Parish reserves the right to deny rental to any organization and/or person.

The Safe Church Policy of the United Parish of Upton dictates that at no time will an adult affiliated with the event be in the church building alone with a child who is not their own child without explicit permission of the child's parent or legal guardian. If permission is granted by the parent or legal guardian, the visit shall be only for the business stated. Children are not to be left unattended in the church at any time.