



Gloucester Unitarian Universalist Church
10 Church Street
(corner Middle & Church Streets)
Gloucester, Massachusetts 01930

Thank you for your interest in **The Gloucester Unitarian Universalist Church**. We wish our facilities to be used not only by the congregation, but also as a resource by the community at large. Please understand, however, that this is not a "function hall," but a fragile, historic building, which must be treated as such. Because of the high cost of maintenance (due to age, size, etc.) fees are required of individuals and groups who wish to use the building and/or grounds according to the schedule listed herein. These fees apply to all non-congregational uses unless other arrangements have been specifically agreed upon in advance. Our concern for the building, based on past experience, has led us to establish the following requirements.

Please note that there is a separate booklet for planning weddings available in the Administrator's office.

June, 2008

This handbook provides general guidelines, and does not address every contingency that may arise.

Requests

All requests should be directed to the church administrator's office. Requests should be made at least two weeks prior to the date of the event. Requests that may require approval of the Board of Managers (e.g., more than one-time use) should be made at least four weeks in advance so that the request can be presented at the monthly Board meeting.

Rental is for the requested space only. By request and upon arrangement with church staff, renters may use building resources as available. The church reserves the right to make such resources available as it sees fit, and assumes no responsibility for the cost of rental or replacement of any items it is unable or unwilling to provide. In the event that an item that has been requested and approved becomes unavailable, the church will make a good-faith effort to notify the user as soon as possible, so that the user may make alternate arrangements as necessary.

Any outside equipment that the renter wishes to bring in must be approved in advance by the church administrator or the church sexton. Failure to adhere to this requirement may result in forfeiture of the reservation and/or rental fee.

A church representative (normally the sexton) must be present at the event unless the church agrees otherwise in advance.

BUILDING USAGE

Use of facilities shall be in accordance with the following conditions and restrictions. The current fee schedule applies. Church events will have priority where practical. Violation of these policies or use which endangers the facilities or persons using the premises shall be cause for termination of the right to use the building and possible consequent liability.

Smoking

Smoking is strictly prohibited inside the church building. Please help us to be good neighbors — do not leave cigarettes or litter on the street or property.

Alcohol

Alcoholic beverages and illegal substances are strictly prohibited from church property.

Damage to Church Property

Care must be exercised to prevent physical damage to church property or furnishings. Nails, tacks, tape, screws or similar substances that may damage walls, floors, or ceilings are not permitted. Reimbursement for damage beyond normal wear, shall be the responsibility of the group or member sponsoring the event. The renter will also be charged a fee for the use of any space or facilities that were not included in the reservation agreement.

Announcements/Publicity

Any announcement or advertising of the event by other than a Church or affiliated group is to be submitted in advance to the Church Administrator — and must only identify the location at 10 Church Street, (corner of Middle & Church Streets), Gloucester, MA — without the name of the Church. (It must show clearly that the meeting or event is not being sponsored by the Church.)

Children

Children must be actively supervised by an adult at all times. There must be at least one adult per eight children. If child care is to be provided, a separate room must be reserved for that purpose. No running is allowed. Children may not climb or walk on furniture or sanctuary seats. Feet may not be placed on furniture or sanctuary seat backs.

Piano or Organ Use

Piano or organ use requires permission of the music minister. If piano tuning is desired, it will be performed by a person chosen by the music director at the expense of the group.

Refreshments

No food or beverages are allowed in the sanctuary.

Clean-up

All renters and members are expected to leave the facilities as they found them.

- Leftover food and beverages must always be removed or discarded.

Repeat Building Usage Requests

These requests shall be handled administratively the Church Administrator. Current building usage shall be reviewed annually each June; usage is not automatically renewed.

Closing the Building

The last person to leave the building is asked to check thoroughly to make sure every door and window they used are closed and locked. A sheet to use as a check-list is available on the Vestry door (Church Street entrance).

Fees

Fees reflect the cost of providing space and include four hours of use.

All fees are due in full by the date of the event. Make checks payable to: Gloucester UU Church.

| Room | Events/ Concerts/ Fundraising | Nonprofit Presentational (No admission charged) | Wedding | Memorial |
|---------------------------------------|-------------------------------------|----------------------------------------------------------|---------|----------|
| Sanctuary | \$250 | \$200 | \$300 | \$300 |
| Vestry | \$75 | \$50 | \$75 | \$75 |
| Kitchen | \$50 | \$30 | \$50 | \$50 |
| History Room OR Nursery | \$25 | \$25 | \$25 | \$25 |
| Sexton * | \$80 | \$80 | \$80 | \$80 |
| *When Sanctuary AND Vestry used \$150 | | | | |

Heating Season

An additional charge toward Sanctuary heating *may be required* during winter months. This should be discussed in advanced with the Church Administrator, and will be included in the rental contract.

Deposits

A deposit of 50% of the space rental fee is required upon submission of the rental contract. The balance is due on the date of the event. In case of cancellation, this fee will be refunded as follows (unless otherwise agreed upon in advance).

- 30+ days notice (100%)
- 14-29 days (75%)
- 7-13 days (50%)
- 2-6 days (25%)
- 48 hours or less (no refund)

Application Process

All requests must be in writing, and must be done through the Church Administrator.

- Read and understand all portions of these guidelines
- Discuss contract and options with Administrator. A draft contract will be filled out.
- Administrator will make a **tentative** entry on the calendar and forward the request for approval as required. If approval is granted, a contract will be issued. When the signed contract and fees are received a **final calendar** entry will be made.
- The needs of the congregation have first priority. In case of conflict with a Church event (a Memorial Service, for instance), room assignments or dates may be changed in consultation with the renter.
- Only the rooms assigned may be used. All users are expected to leave the facilities as clean as they found them. Rooms are to be vacated no later than 10:00 pm. Space is not available after 5:00 pm on Saturday due to preparation (by sexton) for Sunday services.
- Applicant is to return to the Administrator at least two weeks prior to date of use the following:
 - Completed, signed contract
 - Balance of payments due by date of event
 - Certificate of insurance (if required)
 - Floor plan (if required)

If no damage has occurred, any security deposit will be returned by mail within three weeks following use of the building.

Some Facts About Our Building

The Gloucester Unitarian Universalist Church, has the distinction of being the first Universalist church in America. Brought to Gloucester from England by John Murray, Universalism is founded on the belief that God wills the salvation of all, emphasizing the inherent goodness of human beings. With Murray as leader, several members of the First Parish Church separated from that body on January 1, 1779 and formed the Independent Christian Church. The church received its charter in 1785; in 1786 Gloucester Universalists fought for and won freedom from taxation for the support of the First Parish Church. The ruling in their favor by the Massachusetts Supreme Judicial Court provided a precedent for the separation of church and state.

The cornerstone for the current building was laid in 1805. In 1961 the Universalist Church of America and the American Unitarian Association merged to create the Unitarian Universalist Association, and the Independent Christian Church voted to be part of this union and became a Unitarian Universalist Church.

Today our congregation is a fellowship of individuals united in seeking spiritual strength, the better to achieve peace, poise, and power for the demands of daily life. In 2004 the Gloucester U.U. Church voted for official recognition as a Welcoming Congregation of the Unitarian Universalist Association, with the following mission statement:

As a Unitarian Universalist congregation, we gather in a spirit of joy to celebrate community and the gifts of each individual. We seek to be guided by love, welcoming those of every race, ethnicity, creed, class, age, gender, physical or mental ability, and sexual identity. We honor freedom of thought. We seek spiritual guidance and inspiration. We support spiritual inquiry. We strive to put our ideas into our deeds and to work for justice and peace.