

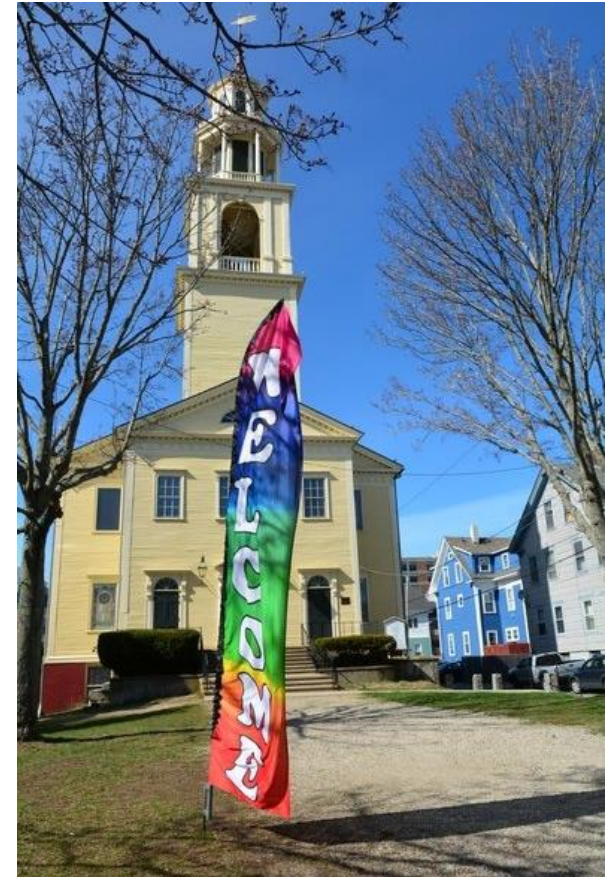
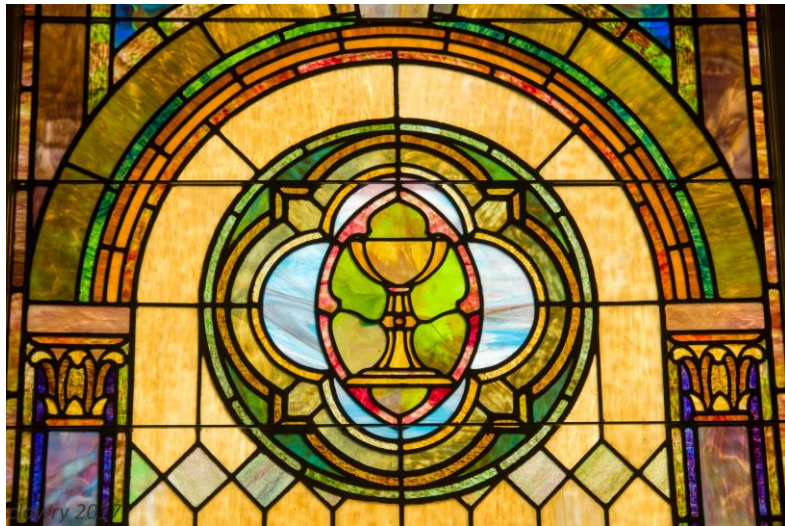
BUILDING USE HANDBOOK

Thank you for your interest in the Gloucester Unitarian Universalist Church. Spaces in our historic building are available to rent and fees are required. This handbook provides general guidelines and does not address every contingency that may arise.

Gloucester Unitarian Universalist Church

10 Church Street, Gloucester, MA 01930, 978-283-3410

www.gloucesteruu.org info@gloucesteruu.org



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Rental Requests

All requests must be made at least two weeks in advance and should be directed to Christine Norris, Church Administrator, through our office at 10 Church Street, Gloucester, MA 01930, 978-283-3410.

A **Building Rental Agreement Form** must be filled out, signed and returned to Christine Norris with a check deposit of \$50.00 before the event will be posted on our website calendar. The **Building Rental Agreement Form** lists the specifics of the space to be rented, the date and time, the contact person, the number of attendees and the fees to be paid, as well as other details and considerations.

Building Usage

Use of facilities shall be in accordance with the following conditions and restrictions. Church events and Gloucester Meetinghouse events have priority on the calendar, particularly weddings and memorial services.

Smoking is strictly prohibited inside the church building. Smoking in the back parking lot is allowed as long as people are quiet and respectful of our neighbors. **Alcohol and drugs are strictly prohibited anywhere on church property.**

Damage to Church Property

Care must be provided to prevent physical damage to church property including furnishings. The use of nails, tacks, screws or similar fasteners is strictly prohibited. Reimbursement for damage beyond normal wear is the responsibility of the Renter, i.e. broken table, chair, etc. The Renter will also be charged a fee for the use of any space that was not included in the **Building Rental Agreement Form**, i.e. using the kitchen.

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 all 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. The Independent Christian Church voted to be part of this union and became a Unitarian Universalist Church.

In 2015 the Church voted to change its name to the Gloucester Unitarian Universalist Church. Today our congregation remains committed to spiritual exploration and growth, social transformation and care of our community and the natural world.

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."

Accessibility

There is a ramp at the 10 Church Street door, which is located near the corner of Pine/Proctor & Church Streets. We also have a small parking lot at the end of Gould Court (off Washington Street). The Vestry (social hall) can be accessed from the parking lot door. There is a lift in the vestry that will bring you to the 10 Church Street entrance and from there you can enter the lift that goes up to the sanctuary level. Except for the main entrance to the Sanctuary all hallways and entrance doors are accessible by wheelchairs. Bathrooms on all floors are accessible. Three restrooms are gender neutral.

Weddings and Unions

The Gloucester Unitarian Universalist Church welcomes wedding inquiries from people of all backgrounds. You do not have to be a member of the church in order to be married here. For weddings at the church, the Minister and Organist have the “right of first refusal,” a normal practice meaning that they ‘come with the package,” i.e., they must agree in advance to waive their services should a party wish to use a different minister and/or organist. Rev. Parsons performs weddings off site, from time to time, depending on location. See the Wedding form for more information and fees.

Memorial and Funeral Services

The church is available for memorial and funeral services under generally the same procedures as weddings; please contact the minister directly. We understand that sometimes the need arises on short notice, and while the church will do all it can, availability can’t always be guaranteed.

Publicity

Any publicity of the event is to be vetted by the Church Administrator prior to posting. The publicity must only identify the location as 10 Church Street. The name of the Gloucester Unitarian Universalist Church should not be used in publicity if it is not a church sponsored event.

Children

Children must be supervised by an adult at all times. If child care is to be provided, the Darlington Room must be rented for that specific purpose and the Child Care attendant’s contact information provided on the **Building Rental Agreement Form**. Children are only allowed in the spaces to be rented and cannot be left to wander the building alone. Jumping on tables and chairs is prohibited.

Organ Use

Organ use requires the permission of the Music Director, Bob Wech. Contact Christine Norris, Church Administrator for contact information.

Refreshments

If your event includes food and drink offerings you must clean up and take home all trash and recycling that is generated.

Clean Up

You must leave the space you rented in exactly the same condition you found it. If you have rearranged chairs and tables you are required to restore them to the original layout.

Key Holders Responsibilities

If you are a key rental, the key holder is responsible for opening up and locking up the building, making sure all lights are turned off, opened windows closed and all bathrooms are left in good condition. Failure to do so may result in rental termination.

RENTAL FEES

Sanctuary - \$300.00

The Sanctuary will seat up to 300. It has superb acoustics and is equipped with a ? piano and a ? organ. Use of the organ must be granted by Bob Wech, Music Director. For safety reasons, the balcony is closed until renovations are made. Any special considerations must go through the Church Board of Managers.

Vestry - \$200.00

The Vestry Social Hall can seat up to 100 and has (8) 6' rectangular tables and (1) round table.

Historical Room - \$100.00

The Historical Room is on the 2nd floor and can seat up to 16 comfortably for a meeting. There is a large round table that seats 6 – 10 and extra chairs can be set up around the perimeter.

Williams Room - \$100.00

The Williams Room is on the 1st floor and can seat up to 16 comfortably for a meeting. There is a small square table in the Williams Room which can be used and chairs will have to be set up. They are stored in the white closet.

Library - \$100.00

The Library is on the 2nd floor and can seat 6 around the square table and 6 more on the perimeter.

Kitchen - \$50.00

The kitchen can be rented along with another room if refreshments and food are to be served. Use of the refrigerator, stove, oven and/or dishwasher must be requested in advance and all equipment must be used in compliance with posted operating instructions. No food should be left in the refrigerator and all trash and recycling must be bagged and taken out.

Darlington Room - \$50

(Child Care Only) This room is set up specifically for young children. A Child Care Attendant and their contact information must be put on the **Building Rental Agreement Form** if this room is to be rented.

All Room Fees include up to 4 hours use. \$25.00 will be added for every additional hour.

Key Holders

Key Holders are required to place a \$25.00 key deposit fee with the Church Administrator before receiving the key. The deposit will be returned upon delivery of the key.

Sexton Fee

Sexton Fee is \$100.00/4 hour with an additional \$25.00 added for every hour after that. The Sexton is generally required for one-time rentals, weddings and memorial services.

Minister Fee

The Minister Fee is \$400.00 - \$450.00 for a wedding and \$300.00 - \$350.00 for a memorial service.

Organist Fee

The Organist Fee is \$300.00 for a wedding and \$250.00 for a memorial service.

REFUNDS

In the event of a cancelled rental, refunds will be made as follows:

Full Refund

If cancellation is four or more months in advance.

50% Refund

If cancellation is 1 – 3 months in advance.

No Refund

If cancellation is less than 1 month in advance.