EDWARDS CHURCH

ONE TIME SPACE RENTAL

CHURCH CONTACTS

Church member liaison: Keith Barnicle phone: (413) 584-5500 ext. 1 (M-F, 9-4)
Rev. Jennifer Geary phone: (413) 399-6740 (other hours)

RENTEE INFORMATION

Name of Organization:
Event:
Date and Time of Event:

Sponsor of event: (person accepting responsibility for compliance with Church requirements)

Name:
Email:
Telephone:

RENTAL FEES

	ROOM	INITIAL RATE UP TO 4 HOURS	RATE > 4 HOURS	CHARGE
☐	Addis Hall	$250	$50/hour	
☐	Classrooms	$60/room	$15/hour/room	
☐	Courtyard	$60	$15/hour	
☐	Edwards Room	$80	$20/hour	
☐	Heritage Room	$60	$15/hour	
☐	Kitchen	$100	$25/hour	
☐	Sanctuary	$75	$50/hour	
	OTHER			
☐	Sexton (custodial services)	$100	25/hour	
☐	Proctor	$100	25/hour	
☐	Virtual livestreaming /Recording	$25 (hourly)		
			TOTAL:	

SPACE USE RULES

User agrees to the abide by following rules:

1. Edwards Church reserves the right to approve or deny the use of the Church property by any person or group. Sponsor may not transfer permission to any other person or group.
2. Smoking or vaping tobacco or other materials legal in the Commonwealth of Massachusetts is prohibited in any indoor space or outdoor spaces within 25 feet of a public entrance. Use of alcohol and illegal substances are prohibited within the Premises.
3. Thermostats may not be adjusted by anyone other than church staff or proctor.
4. The sound system may not be adjusted without the aid of church staff or a proctor.
5. Food and beverages are prohibited in the Sanctuary.
6. The use of rice and other forms of confetti are prohibited.
7. The use of the piano or organ requires the prior permission of the Minister of Music.
8. No objects may be placed on the piano or organ, including flowers.
9. There is NO parking available on site, other than with explicit permission for each use. Permission on one occasion does NOT imply general permission. (We are concerned for elders and mobility impaired.) Sponsor is responsible for notifying attendees that there is absolutely no on-site parking. Sponsor and all attendees are to use on street or city lot parking.
10. Sponsor agrees to abide by state laws and Church policies, and to accept responsibility for room condition, equipment, and financial obligations that may arise from the conduct of the event. Sponsor shall be present for the duration of the event, and is expected to safeguard Church property and return furnishings to their original arrangement.

CLOSING PROCEDURE

User agrees to use the closing checklist to secure the building and rooms at the end of the reserved time.

Closing checklist:

- ☐ Check that all participants have left the Property.
- ☐ Lights turned off.
- ☐ If a window was opened, close and re-lock it.
- ☐ It is expected that all areas used will be returned to their previous clean and clear state. Floors swept and cleaned. All trash created should also be removed by the User.
- ☐ Check that all 3 entry doors – front, back and courtyard – are fully closed and locked. Test to ensure proper closure.

IN CASE OF EMERGENCY

For Medical emergency, call 9-1-1. Note: there is an AED on the first floor opposite the front entry.

Other emergency - If damage to Premises has occurred, or if there is a condition posing a safety risk or danger (i.e. smelling gas, water leak), **IMMEDIATELY notify the church representatives below.**

During office hours, contact Keith Barnicle @ (413) 584-5500 ext. 1.

After 1 PM, contact Rev. Jennifer Geary @ (413)-399-6740.

If no response, contact Jon Dietrich @ (413) 262-7244.

SIGNATURES

If user agrees to the rental fee(s), space use rules, and closing procedures and has reviewed the emergency information provided please sign below.

Sponsor signature: _____

Date: _____

Church Representative signature: _____

Date: _____

Edwards Church
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(413) 584-5500