

UNITARIAN CHURCH OF SHARON
4 North Main Street, Sharon, MA 02067

Rental Use Policies and Procedures

All rentals of facilities must be approved and coordinated by the Rental Coordinator in advance of the planned activity. The Rental Coordinator may be either a member of the Rental Committee or the Church Administrative Assistant.

All functions shall have a Rental Agreement completed and approved by the Rental Coordinator. All renters will be advised of the rate schedule for the use of specific Church facilities prior to receiving an Agreement.

Youth Groups. There must be responsible, full-time adult supervision for any youth group.

Alcoholic Beverages. No alcoholic beverages are to be consumed on the Church premises without specific, written permission. Alcoholic beverages may not be sold on the premises.

Audio/Visual system Renters who wish to use the AV system must request and receive prior training.

Technology. If the Church amplifying equipment is needed, the Renter shall so notify the Rental Coordinator prior to receiving the Agreement and be familiar with its operation. Renters using the Closed Circuit TV system are required to employ a Church-approved operator.

Thermostat settings. Renters may not change thermostat settings without receiving permission from the Rental Coordinator.

Furnishings are not to be relocated from any room without specific, written approval in advance from the Rental Coordinator. Any re-configuration of furniture must be done by the Sexton. Renters may not remove any furnishings or equipment from the Church.

Candles may be used in the Sanctuary for special services only, and their use must be approved in advance by the Rental Coordinator. Permission for the use of candles in the Sanctuary will not be granted for any occasion not supervised by either the Minister or an appropriate representative of the Church designated by the Board of Trustees. Candles are not to be used in any other Church area without the specific written approval.

Smoking is prohibited everywhere in the Church building; smoking on the outside grounds is permitted only in the designated area next to the dumpster.

Decorations or Hangings may not be affixed anywhere in the building, including the sanctuary and vestry. Users may not use tape, other adhesives, thumb tacks, nails or screws on the walls or woodwork.

Rental Area

Renters must remain within the rooms rented per the Rental Agreement.

Church Grounds. Use of Church areas outside of the building, including the front and side lawns and walkways, is limited to use specifically approved, in advance, by the Rental Coordinator. This includes any signage, however temporary. Grounds must be left free of debris.

Parking is allowed only in designated, lined spaces in the parking lot. To comply with fire and safety codes, it is prohibited in the circular driveway. Additional parking is available in the municipal lots on High Street and in the lot behind the stores on Billings Street.

It is expected that users will leave the Church facilities in good condition. The Church Sexton will be responsible for cleaning the building and grounds, but renters are expected to leave the premises tidy and undamaged. If there is damage, the church may request compensation to cover the cost of repairs. Leaving damaged or unkempt premises may mean future rental requests will be denied.

General Policies

1. Church facilities are available primarily for the use of the Unitarian Church of Sharon, its parishioners, its prescribed boards and committees, and other Church- or District-sponsored groups. However, the use of the facilities by other organizations may be permitted when such use does not interfere with the programs of the Church, subject to the specific policies and regulations set forth below.
2. Preference in the use of Church facilities shall be given to organizations or groups formally associated with the Church including, but not limited to the Minister and staff; Church officers; committees and their activities as listed in the by-laws; Junior and Senior Youth Groups; and Church-sponsored groups and committees.
3. Second preference for use shall be given to members of the parish who wish to use the Church facilities for a non-Church related activity (such as a family gathering).
4. Third preference for use is given to individuals and non-profit organizations when facilities are available, when the use does not interfere with Church-sponsored activities, and if the use is in harmony with the goals and philosophy of the Church.
5. Functions by non-Church related groups involving fund raising will not normally be approved. However, if the Board of Trustees judges that the project is one that merits the support of the Church, and other suitable space is not available, it may approve the request.

Procedures

1. Persons interested in renting Church facilities should send an email to rentals@uusahron.org or call the church office at 781-784-3652x1. The Rental Coordinator will contact you to review your rental request.
2. The Rental Coordinator will collect additional information and review the rental fee.
3. If the church can accommodate the rental request, the Rental Coordinator will mail or email a Rental Agreement to the renter.
4. The Renter will sign and return the Rental Agreement along with the required deposit to the Rental Coordinator. The Rental is considered confirmed ONLY when the Rental Agreement and deposit are received by the Rental Coordinator.
5. Full payment is due 30 days prior to the rental date.

The Rental Coordinator may require several days to complete any of the steps in these procedures.

The Church reserves the right to deny rental of Church facilities by any group and may modify these policies and regulations at its discretion.