

REGULATIONS FOR THE RENTAL OF ROOMS AT FIRST PARISH IN FRAMINGHAM

1. *Rental space at First Parish in Framingham is available to groups whose principles do not conflict with our values of non-discrimination, respect and dignity for all.*
2. **All functions shall end in time for guests to be out of the building by 12 midnight.**
3. All functions require a sponsor or a facility attendant to open the building for the renter, and lock it when rental is finished, unless other arrangements have been made.
4. **Alcohol may be served and consumed within Massachusetts state law.** Alcohol may not be sold. If alcohol is to be served at a function, renters will:
 - a. Not serve or allow others to serve alcohol to a minor;
 - b. Not serve or allow others to serve to anyone who is obviously intoxicated;
 - c. Not allow any guests to take alcohol outside the event space;
 - d. Hire a licensed bartender or TIPS trained bartender who shall not drink alcohol during the event;
 - e. Not allow anyone, including the band, to bring in any alcohol from outside;
 - f. Not allow alcohol to be served during events which center on a person who is under 21 years of age.
5. **Only use the areas assigned and maintain proper decorum while on church property.**
6. **All persons using church facilities shall leave the same in an undamaged condition.** They shall be held responsible for any loss or damage to any equipment or property. Any expense incurred by the church for failure to comply with any provisions of this regulation shall be the responsibility of the applicant. Renters must remove all their own equipment, materials and furniture at the end of the event.
7. **The areas outside the buildings must be left free of decorations or garbage at the end of the event.**
8. **The church, its officers, and congregation assume no responsibility for damage or loss of property,** in the buildings, parking lot or grounds. Security of gifts and private property is the responsibility of the renter.
9. **The local fire code restricts the use of candles.** Candles may only be placed on tables and the flames must be shielded by glass chimneys or globes.
10. **Smoking is not permitted on the property, inside or outside of the buildings.**
11. **All youth groups using the facilities shall provide adult supervision,** at least 1 adult per 10 youths. The adults shall be present during the entire time the facilities are in use.
12. Alterations, additions or rearrangements of furnishings, chairs, tables or equipment shall not be made without prior approval of the Church Administrator. **Nothing shall be driven into, or fastened on the walls, railings, floors or other structural areas of the buildings.**
13. **Scattering of confetti, rice, birdseed or other substances is not permitted on church property.**
14. All food and drinks are to be kept away from carpeted areas.
15. **The dishwasher is to be used as instructed.** The instructions are on the wall above the dishwasher. Food must be thoroughly rinsed off plates before being placed in the dishwasher, and the two filters inside the dishwasher must be cleaned out at the end of use.
16. Policy regarding severe weather-related or other **emergency cancellations:**
 - a. If an event must be postponed or cancelled because of severe weather conditions or other emergency, every effort will be made to reschedule the event.
 - b. If cancellation is less than 48 hours prior to the event, the Parish reserves the right to retain the basic rental fee.

All persons using the Parish buildings acknowledge their willingness and intention to comply with the above regulations.