



Memorandum of Understanding

First Congregational Church of Hanover, United Church of Christ

USE OF SPACE WITHIN RILEY HALL

1. Event Information

Event Name			
Group Name			
Non-Profit?	Yes	<input type="checkbox"/>	No
Date(s) of Event		Main Hall _____	Meeting Room _____
Your Name			
Your Phone Number			
Your e-mail address			
Alternate Contact			
Alternate Contact Phone Number			
Alternate Contact E-mail			
Start Time of Event			
End Time of Event			
Est.# of Attendees			

2. SET-UP INFORMATION

Set-up of tables and chairs and clean up is the responsibility of the group. (See #7 for list)

Set-Up Date	
Set-Up Start Time	
Set-Up End Time	

3. INSURANCE INFORMATION

Please attach a copy of your insurance policy (Scan if sending an e-mail. Make a copy if sending by U.S. Mail). By signing this agreement, you agree to HOLD HARMLESS First Congregational Church of Hanover, MA for any incident occurred during your event.

Insurance Company			
Insurance Policy Number		Date of Expiration	

4. BUILDING ENTRY

Please verify your set-up and event start and end times above. If you need the building opened and closed, those times will be communicated if someone from your group doesn't have a key. The building may not be accessible before or after those times because of other group usage. Our custodian will unlock and lock the door for you. Please check the appropriate box.

Unlocking and Locking of Building:	<input type="checkbox"/>	Need door unlocked	<input type="checkbox"/>	Have key DO NOT need door unlocked
Handicapped Access:	<input type="checkbox"/>	Need wheelchair lift access	<input type="checkbox"/>	DO NOT need wheelchair lift access

5. SCHEDULE

Meetings and Functions in the Main Hall

- Non-Church Member and Non-Church Functions: \$70/hour up to \$400 max use per day (includes setup and cleanup time)
- Church Member Personal Use: \$40/hour with a \$80 minimum (includes set-up and cleanup time)
- Non-Profit functions: \$40/hour with a \$80 minimum (includes set-up and cleanup time)
- **Kitchen Use** - \$50/hour max \$200 per day for non-church functions; \$30/hour max \$120 per day for church members
- **Parking Lot** - \$150 flat rate for parking lot use only. **No building access.** **Car Wash:** There is one spigot and you must bring your own hoses. Contact the Department of Public Works for permission to have a car wash during water rationing times.
- **Downstairs meeting rooms** - \$40/hour
- **For events over 100 people, there is a trash disposal fee of \$20.**

EVENT TIME	Events must end by 10:30 PM. Custodian returns at end time of event to begin cleaning while organizer performs responsibilities outlined in Section 6 (below). Doors will be locked no later than 11:00 PM.				
	# OF HOURS	RATE (See Section 5)	AMOUNT (#Hours x Rate)		
Set-Up Time Hours (from Section 2)					
Event Time Hours (from Section 1)					
Clean Up Time Hours (See Section 6)					
Kitchen Use (Rates found in Section 5)					
Check/Payment # 1: Building Rental Fee Total					
Custodial Service Fee (Required)	Check/Payment # 2: Custodial Fee		\$100		
6. CUSTODIAL SERVICE AND RESPONSIBILITY OF GROUPS					
<p>CUSTODIAL SERVICE CHARGE - \$100 minimum, paid to the church sexton for opening and closing the building and cleaning the bathrooms, kitchen, and entrances. The group is responsible to complete the following items. To assist you in these tasks, we have designated a closet in Riley Hall containing trash bags, broom, dust pan and paper towels. The group is responsible to:</p> <table style="width:100%; border:none;"> <tr> <td style="width:50%; border-right: 1px solid black; vertical-align: top;"> <ul style="list-style-type: none"> ✓ Put tables and chairs away ✓ Pick up any trash on floors ✓ If kitchen is used, wipe down counters </td> <td style="width:50%; vertical-align: top;"> <ul style="list-style-type: none"> ✓ Close all windows ✓ Turn off the lights ✓ Dispose of your trash in the dumpster behind Riley Hall </td> </tr> </table>				<ul style="list-style-type: none"> ✓ Put tables and chairs away ✓ Pick up any trash on floors ✓ If kitchen is used, wipe down counters 	<ul style="list-style-type: none"> ✓ Close all windows ✓ Turn off the lights ✓ Dispose of your trash in the dumpster behind Riley Hall
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7. NO PROPPING OF DOORS					
Please DO NOT prop open any doors for the Riley Hall building with sticks, shovels, yard tools, or any other holding method. Propping open the doors in such a way or pulling the doors back beyond their opening range damages the doors and latches and creates great heat loss in the building. The best way to load and unload goods through the doors is to have a person hold the door as people pass. If the doors are found propped open additional charges will be incurred. Damage to the doors will be assessed to the user of the building.					
8. PAYMENT- (2 Separate Checks/Payments Required)					
<p>Payment of the building rental and custodial fee is required to reserve the event. Please make check for hall rental payable to: First Congregational Church of Hanover. You may pay the building rental fee on-line by credit card or EFT through our website under About Us. However, the custodial fee needs to be paid with check or cash. Please make check for custodial fee payable to Cash. The check for the custodial fee will be held and given to the custodian after the event. Send checks to: 17 Silver Street, Suite 201, Hanover, MA 02339 Contact the office at 781-826-4762 or office@fcchanover.org.</p>					
9. ADDITIONAL NOTES:					
<ul style="list-style-type: none"> ◆ We do have a wheelchair lift which stops at all three floors of Riley Hall. The Custodian can be available for a fee of \$25/hour to operate it during your event. ◆ Any group that is using the building for an open to the public function that includes teens needs to arrange to have a police detail. ◆ There is no smoking or alcohol allowed in Riley Hall. Smoking outside is permitted only on the north side of the building where there is an outdoor cigarette butt receptacle. ◆ No decorations can be attached to the walls. Repair for any damage to the walls will be billed to the user. ◆ There are NO "games of chance" allowed as stated in our Church By-Laws. 					
_____		_____			
Signature		Date of Application			
Riley Hall Emergency Contact Information In case of a fire or medical emergency, call 911. In case of an emergency with the building other than a fire or medical emergency, please call: Karen Tripp, Custodian: Cell 617 872-1246					
FOR OFFICE USE ONLY					
Date Confirmed for Event _____	Date Rental Form Rec'd _____	Date Payment Rec'd _____	Date cc'd to Sexton _____		