

# Memorandum of Understanding

## First Congregation Church, United Church of Christ

### RILEY HALL USAGE

#### 1. EVENT INFORMATION

Event Name	
Group Name	
Non-Profit?	
Date(s) of Event	
Your Name	
Your Phone Number	
Your e-mail address	
Alternate Contact	
Alternate Contact Ph#	
Alternate Contact e-mail	
Start Time of Event	
End Time of Event	
End Time of Event	
Est.# of Parking Spaces Needed	

#### 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. BILLING INFORMATION

Billing address	
Billing City State Zip	
Billing Phone Number	

#### 4. 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 Congregation Church of Hanover, MA for any incident occurred during your event.

Insurance company	
Insurance policy number	

#### 5. 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, Ed Melchin will unlock and lock the door for you. His number is on the last page of this document; we recommend bringing this document to your event to contact him in an emergency situation.

Do you want Ed to unlock and lock the door or do you have a key?	
--	--

**6. SUGGESTED DONATION SCHEDULE**

- ◆ **Meetings and Functions in the Main Hall**
  - Non-Church Member Rate and Non-Church Functions: \$35/hour up to \$300 max use per day (includes set-up and clean-up time)
  - Church Member rate (Does not include Non-Church Functions that church members administer): \$20/hour with a \$50 minimum (includes set-up and clean-up time)
- ◆ **Kitchen Use in conjunction with Meeting and Functions in the Main Hall** - \$25 per hour (plus \$50 cleaning deposit to be returned if kitchen is left clean)
- ◆ **Kitchen Use Only** - \$25 per hour max \$100 per day
- ◆ **Car Wash** - \$100 flat rate. 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 \$20/hour**

	# OF HOURS	DONATION RATE	TOTAL
Set-Up Time Hours			
Event Time Hours			
Clean Up Time Hours			
Kitchen Use			
		<b>TOTAL DONATION</b>	

**Please make checks payable to:** First Congregational Church  
**Send check to:** 17 SILVER ST STE 201, Hanover MA 02339-1980  
**Send check by:** One week before your event

**7. CUSTODIAL SERVICE CHARGE** - \$50. Clean up is the responsibility of the group. Note that custodial service charge is not a donation, but a charge for services incurred if the Main Hall, kitchen, downstairs bathrooms, or rooms are not cleaned, tables and chairs not put away or trash is not put in the dumpster behind Riley Hall. You may be billed an additional \$50 after your event if rooms are not left in a satisfactory manner. In addition to clean up of the Main Hall, kitchen or downstairs room, you will:

- ◆ Bring your own trash bags
- ◆ Take trash to the dumpster behind Riley Hall
- ◆ Bring your own cleaning supplies, broom, dustpan and paper towels and cloth towels, etc.
- ◆ Clean downstairs bathrooms
- ◆ Put tables and chairs away

**8. COMPLETE and RETURN** this document in 5 business days from the date e-mailed to confirm your event reservation. Contact the office (781-826-4762 or [office@fcchanoverucc.org](mailto:office@fcchanoverucc.org)) to extend the time to return the document to maintain your reservation. Office hours are 9-noon, Monday – Friday.

**9. ADDITIONAL NOTES:**

- ◆ 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 allowed in Riley Hall.
- ◆ There is no alcohol allowed in Riley Hall.

\_\_\_\_\_  
*signature*

\_\_\_\_\_  
*date*

**FOR OFFICE USE ONLY**

Date received request \_\_\_\_\_ Date received Memo \_\_\_\_\_ Date confirmed Event \_\_\_\_\_

Phone or e-mail confirmation? \_\_\_\_\_ Date CC'd to Sextant \_\_\_\_\_ Date payment Rec'd \_\_\_\_\_

NOTES \_\_\_\_\_

# **Riley Hall**

## **Emergency Contact Information**

**In case of a fire or medical emergency, please call 911**

**In case of an emergency with the building other than a fire or medical emergency please call:**

1. **Ed Melchin** – Custodian. Call him at home at 781-826-3201; if no answer call his cell at 781-724-6420. If no answer, call:
2. **Alice Lowe** – Trustee, 781-871-1444. If no answer, call:
3. **Hal Thomas** – 781-826-7952