

FIRST CONGREGATIONAL CHURCH OF LEE, UCC
25 PARK PLACE
LEE, MA 01238
10/24/2023

CHURCH BUILDING/PROPERTY USE AND SIGNAGE POLICY

The building (The Meeting House), parking area and Church Park located at 25 Park Place are owned by First Congregational Church of Lee, UCC (FCCUCC) for its use as a space for worship, and mission and ministry programs of the church. In agreement with the Town of Lee, which provides maintenance of the parking lot and Church Park, the church welcomes public use of the property. However, for groups using the Church Park, the parking area and/or building for an event or other usage, including any signage, sponsorship, advertising and promotional materials, written permission is required from FCCUCC using the attached application.

PURPOSE

It is our purpose to welcome the public use of our church property for events or uses that strengthen the well-being of family and community in mind, body and spirit.

All church and non-church sponsored events held in the building, Church Park or parking area shall be consistent with this purpose and the church's Open and Affirming policy.

Our partners, the Town, the Chamber of Commerce, the BRTA, and Berkshire Gateway Preservation, Inc. shall also make applications for use and comply with our guidelines.

USE OF PROPERTY BY OUTSIDE GROUPS AND ORGANIZATIONS

Approvable events on the church park and parking area may include but are not limited to:

Art or craft show	Rally
Holiday Event	Vigil
Farmer's Market	Protest
Barbecue	Dance
Concert	Outdoor Movie (family appropriate)

Approvable events and use of the church building may include but are not limited to:

Birthdays, weddings receptions, memorials, anniversaries, other family celebrations	
Group meeting space	Community Conversation
Art and craft show	Community Dance
Health Fair	Community Dinner
Concert	Indoor movie (family appropriate)
Rally (non-political)	Holiday event
Lecture	Education and Public Awareness

INSURANCE: A Certificate of Insurance is required as part of the permit application by all non-church sponsored groups or organizations using the Church Park, parking area, or the building. Please submit a Certificate of Insurance with your application. Any additional permits required by the Town must be attached to your application.

NO SMOKING in the building or on the property-

EXCEPTIONS ON USE may be requested. Facility and Finance Committee will review and make a decision.

RESTRICTIONS ON USE

No event or use of FCCUCC property will be approved that is not consistent with our Open and Affirming policy and our purpose to build and strengthen family and community (see above). This includes any event or use where alcohol or cannabis products are sold, served, consumed, or promoted. No gun shows or promotion of weapons of any kind. No political events where only one party is represented.

MODIFICATIONS OF THE SPACE FOR EVENT

We ask that no modifications to the event space be made without approval of the Facility Committee at FCCUCC, including, but not limited to: tents, additional picnic tables, staging, risers, removal of church furnishings, sound equipment, banners, cross, piano, lighting, etc.

We are happy to accommodate most modifications with approval.

Note: *Tents over a certain size may require additional permitting from the Town. Food service to the public may require additional permitting from the Tri-Town Board of Health.*

SIGNAGE

- **FOR THE NON-CHURCH SPONSORED EVENT/USE**

- Temporary signs, posters, fliers and other informational materials advertising the event on church property are permitted with approval from the Facilities Committee.
- Banners will require conformance to town regulations.
- No permanent signage may be placed on church property.
- Signage may be installed no more than 10 days prior to the event or use of the Church Park, parking area or building. Removal of all signage must be within 24 hours of the event/use, and responsibly disposed of.
- The applicant is responsible for signs, brochures and fliers that come loose and litter the Church Park or surrounding area.
- If approval for signage is not sought or given, all signs, posters, fliers, lawn signs, banners, or tables with information **WILL BE REMOVED** by FCCUCC.
- The FCCUCC will not approve signage/advertising devices, informational materials on the property for the following:
 - Promotion or display of:
 - alcohol, cannabis/products
 - gambling, horse racing
 - racially motivated activities, hate/discrimination media
 - elections/views
 - weapons/gun shows/sales

- **RESTRICTIONS ON SIGNAGE**

No approval will be given for signage that promotes for-profit businesses such as: financial institutions, hospitality or retail businesses, etc. Although signage that promotes an event for families and community, but not taking place on church property, and hosted by a non-profit are welcome with an application and approval, so long as that signage complies with our guidelines.

- **EXCEPTIONS ON SIGNAGE** may be requested. The Facility and Finance Committee will review and make a decision.

First Congregational Church of Lee (UCC)
25 Park Place, P.O. Box 395, Lee, MA 01238
413-243-1033 uccleechurch@gmail.com
FACILITY USAGE APPLICATION

Organization or Individual: _____ Non-profit yes no

Contact information: _____
PHONE EMAIL

Space(s) requested: _____

Date(s) and time(s) requested: _____
Signage no longer than 14 or 30 days approved by FCC-Lee.

Description of the event: _____

Kitchen usage: yes no

Additional access prior to or after the event: yes no

Estimated number of attendees: _____

Individual in charge: _____ Phone (if different) _____

Organization: Our insurance carrier is _____
A Certificate of Insurance is required, naming First Congregational Church as an additional insured and must be received before the facility can be unlocked.

Private individual: My church sponsor is (required) _____

Comments/ Special requests: _____

Non-Refundable Deposit: \$_____ Check date: _____ Check # _____ Total Due \$_____

I/We have read the CHURCH BUILDING/PROPERTY USE AND SIGNAGE POLICY and are in agreement. It is understood that I/we are responsible for following any and all Covid-19 rules in force at the time of the event.

Any problems, such as a broken table or chair, will be reported to the church office.

I/We are responsible for removal of signage and the cleaning of the park after any authorized event.

Applicant signature: _____ Date: _____

Please print your name: _____

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USAGE FEES

For unaffiliated individuals and groups requesting use of church facilities

SANCTUARY: 60 x 80 feet; 4800 sq. ft.; Narthex: 15 x 55 feet; 835 sq. ft.
Fees include opening and locking of the church.

- Lecture/Concert with ticket sales:
 - Up to 100 attendees \$350
 - Over 100 attendees \$500

- Wedding:
 - Facility \$250
 - Church Minister \$250
 - Organist \$200
 - Bench fee \$100 each
 - If using an outside organist or minister
 - Use of the pipe organ by an outside organist requires special permission and an additional fee to be negotiated.

- Funeral
 - Facility \$250
 - Church Minister \$250
 - Organist \$200
 - Bench fee \$100 each
 - If using an outside organist or minister
 - Use of the pipe organ by an outside organist requires special permission and an additional fee to be negotiated.

- Deposit to save a date: \$100

COMMUNITY ROOM (125 capacity): 28 x 55; 1540 sq. ft.

- Up to 50 persons \$50 per hour
- 51 – 75 persons \$75 per hour
- 76 – capacity \$100 per hour

CHAPEL with Altar: 18 x 13.5 feet; 243 sq. ft. \$25 per hour

PARLOR: 29 x 15 feet; 435 sq. ft. \$20 per hour

KITCHEN: \$25 per hour

CHURCH PARK: \$200 per day