

Chapel Meeting House Policy

2010 Season

The Foxboro Recreation Department allows the Chapel Meeting House to be available for use on the following basis:

- For the 2010 Season, (April 1st to December 31st), the Chapel Meeting House will be available to all Foxborough 501(c)3 nonprofit organizations at no cost. A donation is suggested for each meeting to help with the cost of utilities and general maintenance fees. The Rental fee for private and business use is \$25 per hour. FOCSA members may rent at \$20 per hour. If the Meeting House is used in conjunction with the Recreation Hall and Pool, the fee will be specified by the Rec. Department.
- A \$50 refundable security deposit is required of ALL groups, in addition any rental fees or donations, at least two weeks prior to the scheduled event. It must be submitted as a separate check with the rest of the registration materials to secure your meeting time upon the approval of the use request. All checks are to be made out to: "FOCSA", and sent to: Chapel Meeting House Rental, c/o Chuck Drayton, 109 Mill Street, Foxboro, MA 02035. – NOTE: ALL registration materials/checks due, 2 weeks prior to event.
- If the renter or nonprofit must cancel their rental, FOCSA must be notified at least six (6) days prior to the scheduled event, otherwise the renter/non-profit will forfeit their \$50 security deposit.
- The key to the Chapel Meeting House will be located in a security box attached to the outside front of the building. You will be given the combination to this security box by email after FOCSA receives your rental payment, signed Policy Statement, and completed Contract document. The combination will only remain active for the duration of your event. At the conclusion of your function, you will replace the key in the security box after you have cleaned up, turned out the lights, and locked up the building. If the key is not returned, you will be billed \$200 for lock and key replacement.
- The Chapel Meeting House is not available for commercial or fundraising events other than those organized or approved by the Recreation Department.
- If food is to be sold, served or offered free to the "general public" (this does not apply to private functions), then a food permit will be required and this must be obtained from the Foxboro Board of Health at least on month prior to the event. A \$25 late fee will also be charged by the BOH in addition to the food permit fee if requested less than 30 days prior to the event. To obtain a food permit or inquire about fees, please contact the Foxboro Board of Health, 40 South St., Foxboro, MA phone: (508) 543-1207.
- No alcoholic beverages may be served at meetings. Serving of refreshments is subject to the approval of the Recreation Department. Clean up and removal of all trash is the responsibility of the applicant. Trashcans with trash bags are provided. There is a dumpster for your use adjacent to the Recreation Hall. The facility must be left in the condition that it is found.
- Smoking is not allowed in the Meeting House. The use of flammable materials or candles is prohibited.
- The Meeting House use is available on an equitable basis to all groups and organizations regardless of the beliefs or affiliations of the group, provided that all other criteria here are met.
- First Aid supplies are the responsibility of the applicant.
- All lights must be turned off before leaving and securing the building.
- Use of the Meeting House by a group or organization does not in any way constitute an endorsement of the group or organizations policies or beliefs by the Recreation Department or FOCSA.
- Any damage or loss resulting from the use of the facility or to equipment will be determined by the Recreation Department.
- The Recreation Department Director will assess the payment required due to any damage or loss.
- All repairs, replacement of damaged materials, or loss to the facility required during the period of use by the applicant will be done at the expense of the applicant.
- The Recreation Department will advise the applicant if they must notify the Police or Fire Department for their use of the facility.
- Attendance at any meeting or function must be limited to the number posted on the State Department Public Safety Inspection certificate – the attendance limit is now set at 60.
- All use requests must be submitted by persons 21 years or older, with a valid driver's license.
- Facility use must not interfere with or disrupt the programs, activities and normal operations carried on by the Recreation Dept. on the property, must not cause a security risk or safety hazard to Recreation Dept. staff or volunteers, property or patrons and must not violate any local, state or federal laws.

Your signature indicates that you have read and agree to the policy listed above.

Signature of Authorized Agent/Individual _____ Date _____