

WESTON UNITED METHODIST CHURCH

377 North Avenue
Weston, Massachusetts 02193
781-894-5858

The Weston United Methodist Church offers the use of its building to non-profit community, service, and social groups. The following guidelines have been established by the Board of Trustees. All usage of the building is subject to approval by the Trustees.

1. Groups using the facilities assume responsibility for their own set up and clean up. Any used space shall be left as it was found. Should additional clean up and/or repairs be required, the Trustees reserve the right to assess a custodial fee.
2. Please do not bring helium filled balloons into the Parish Hall. The ceiling fans can be damaged by balloons that escape.
3. No alcoholic beverages allowed.
4. The building will either be opened before the rental time, or arrangement for use of a key will be made. If leaving after the normal "occupied" hours of the building, the "exit" door in the Parish Hall by the stage should be used. It exits to ramp and stairs at the parking lot. Please lock the door (push button type) when leaving, if and when the rest of the building has already been locked by others.
5. During evening use, the rear parking lot lights are operated by a timer by the rear door near church office. Turning the timer all the way on turns the lights on and deactivates the timer. Use of the timer turns the lights on for up to three (3) minutes.
6. A carpet sweeper for use in the Parish Hall is located in the coat rack in the back hallway or in the custodian's supply closet - door is immediately inside the Men's Room off the back hallway.
7. If the Kitchen is used, please make certain all stove burners and ovens are turned off.

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Use of Building Agreement

Organization / Individual

Phone

Address

Accepted by

WUMC Trustee Representative

Rental Dates

Spaces

Parish Hall

Stage

Kitchen

Parlor

Rental Fees

Deposit

Insurance by