



ST. SAVA SERBIAN ORTHODOX CHURCH OF BOSTON

41 Alewife Brook Parkway • Cambridge, MA 02140 • 617-674-4035 • www.stsavaboston.org

Church Hall Rental Policy

The following Rental Policy contains important information regarding the use of the St. Sava Serbian Orthodox Church of Boston, Inc. (hereinafter referred to as "SOCB") parish church hall. The parish church hall is an approximate 10,000 square foot annex located below the main church structure and consists of a hall, kitchen, restroom and stage areas.

The Church Board of the St. Sava Serbian Orthodox Church of Boston retains sole responsibility and discretion in the administration of the Church Hall Rental policy.

All applicants who wish to rent the hall must complete the Hall Rental Application form and read and review and agree to the items listed in this written Church Hall Rental policy. Please note that applications for hall rental must be completed and submitted at least 30 days prior to the desired rental date, unless otherwise agreed by the SOCB.

If you have any questions regarding the St. Sava Church Hall and rental policy, please contact the church office at (617) 674-4035.

1. Indemnification / Hold Harmless

By executing the application form, the applicant is the responsible renting party ("APPLICANT"). The APPLICANT agrees to defend, indemnify and hold harmless SOCB, its agents, employees, volunteers and Church Board Officers from and against any and all claims, damages, losses and expenses, including attorney's fees, resulting from the APPLICANT's use of the facilities.

2. Insurance

It is required that individual applicants have their own general liability coverage covering the rental use of the hall and related premises. This insurance coverage is usually included in homeowner policies and in many renter's insurance policies (please check with your insurance broker/agent company). Please note that if an incident occurs during your rental, you as the Applicant are individually liable for any damages incurred, unless the incident was caused by the willful acts or omissions or gross negligence of SOCB, its employees, agents, licensees or contractors.

An APPLICANT, which is an organization, must carry general liability insurance in an amount no less than \$1,000,000 per occurrence and must provide a copy of the certificate of insurance and/or declaration page from that insurance policy verifying that coverage is in place for the date of the rental of the Church Hall. This section applies to organizations who are legally recognized legal entities under the laws of the Commonwealth of Massachusetts and/or by the United States government.

Please note that if an APPLICANT is an individual applying for rental on behalf of an organization that is not registered with the United States Government, then they fall under the conditions of the preceding paragraph for Individual rental.

3. Application

Church hall rental applications may be obtained from our website or by calling the church at the number above. All rentals, whether by parishioners, non-parishioners or organizations, require an application. No rental shall be considered, until a completed and executed application is submitted to SOCB together with the appropriate fees (including the security deposit). All rentals are subject to the approval of SOCB.

4. Availability and Fees

The SOCB church hall is normally available for rental on Saturday (any time), Sunday night and weeknights. A standard rental fee rate and duration applies, as set out in the "St. Sava Church Hall Rental Rates" sheet, which may be obtained by contacting SOCB.

Please be aware that if your event is not a private function, all applicable required licenses or permits must be obtained from the City of Cambridge by the Applicant. The Applicant is solely responsible to ascertain and to comply with any and all necessary requirements from the City for the event.

The rental fee must be paid in full at least thirty (30) days prior to the rental date. If the rental fee is not received by this time, the rental is subject to automatic cancellation. Any payments made less than thirty (30) days prior to the rental date must be made with bank certified check, money order or in cash.

5. Security Deposit

A security deposit is required for all rentals. The amount of security deposits is set out in the “St. Sava Church Hall Rental Rates” sheet. The security deposit is due at the time of application. All money shall be returned if the application is not approved.

The security deposit will be returned within 21 days after your function provided that all of the guidelines have been adhered to and no damages were incurred during the rental period.

Unless special permission is obtained from SOCB or one of its legal representatives, violation of any of the guidelines listed herein will result in automatic loss of the security deposit.

6. Damages

Any damages that occur to the facility as a direct result of the APPLICANT’s rental will be deducted from the security deposit. If the amount of damages is more than the security deposit, the APPLICANT will be responsible for and agrees to pay all costs to return the hall to its original condition, including the replacement of any damaged appliances and missing supplies.

7. Cancellation

A written cancellation request must be received by the Church office in a timely fashion before the scheduled event. The Church Board retains sole discretion as to what amount, if any, may be retained as a cancellation fee.

8. Capacity

The maximum capacity of the St. Sava church hall is 283 persons. The proposed attendee number for the event must be clearly spelled out in the Rental Hall Application.

9. Religious Ceremonies

No religious ceremonies, other than those of the Orthodox Christian Faith, may be performed in the church function hall or anywhere on SOCB premises.

10. Church Fasting Periods

If the rental occurs during a Lenten period of the Church, fasting must be observed at your event. Specifically, meat and foods containing dairy products and eggs may not be served, and dancing may not be part of your function.

11. Hall Set-Up

The hall will be set up based on the Applicant's written request and diagram provided to Church Board rental committee no later than ten days prior to the event. No changes to the hall configuration may be made once the event has begun.

The hall setup will be done by the Church Board through its rental committee; and all teardown after the event will be done by the Church rental committee as well.

The Applicant is not permitted to do the setup or take down of the facility for the event. But the applicant is expected to assist with removal of any garbage and any items brought onto the premises that are not owned by the Church.

12. Decorations

Decorations shall be limited to tables only. No wall or ceiling decorations are allowed. All decorations shall be reviewed with SOCB prior to the event.

13. Kitchen Use

The use of the parish kitchen is governed by the SOCB in consultation with St. Petka Kolo Sestara (hereinafter referred to "Kolo Sestara" – a parish affiliated organization).

An Applicant who wishes to use the kitchen facility and appliances must work with the appointed Kitchen Manager for the event. Kitchen Managers are identified and trained by the Kolo Sestara and such Kitchen Manager's role is to oversee and to supervise the use of the kitchen. **A Kitchen Manager is required before use of the Kitchen is permitted.**

All details as to what can or cannot be used in the kitchen will be discussed and agreed to with the Church Board Rental Committee and Kolo Sestara Kitchen Manager before the date of the event.

If a Kitchen Manager is required on site, the Applicant is responsible to pay \$25/hour with a four hour minimum for a Kitchen Manager to be present at their event.

APPLICANT releases SOCB and the Kolo Sestara from any liability resulting from food service and food preparation during the APPLICANT's rental.

The Applicant must provide their own supplies including but not limited to disposable paper products.

16. No Smoking / Inappropriate Use of Tables and Chairs

The SOCB parish church hall and all inside parish premises are NO SMOKING facilities, and this policy will be strictly enforced.

Smoking will be allowed in designated areas outside of the SOCB church building only. The APPLICANT shall clean these areas thoroughly at the conclusion of the event.

Due to safety concerns, it is prohibited for anyone to climb or dance on tables or chairs at any time.

Any violation of this policy may forfeit your security deposit and incur additional fees. In addition, individuals violating this policy may be asked to permanently leave the facilities.

17. Alcoholic Beverages

The sale or service of alcohol on the premises can only be done with the approval of the SOBC.

If the service or sale of alcohol is approved, it is the sole responsibility of the APPLICANT to ensure that alcoholic beverages are served or sold in a safe and responsible manner.

If alcohol is to be sold, the Applicant must comply with all State of Massachusetts and/or City of Cambridge requirements for the sale of alcohol **and** the Applicant must obtain a Liquor Liability Insurance Policy covering the event and naming the St. Sava Serbian Orthodox Church of Boston as an additional insured. It is the Applicant's responsibility to identify the most current City ordinances, regulations or statutes that govern this activity.

APPLICANT releases SOCB from any and all liability resulting from the sale or service of alcoholic beverages during the APPLICANT's rental.

18. Elevator Use

An elevator is available for use and transport of handicapped visitors. Capacity is limited to two people at a time and APPLICANT is not to use the elevator for transport of materials or supplies.

19. Noise

SOCB is located in a residential neighborhood in Cambridge, Massachusetts, and as such, APPLICANT is responsible for noise/crowd control both inside and outside of the hall. This responsibility includes but is not limited to guests congregating in parking lot or other designated smoking areas both during and following the conclusion of the event. Any fines resulting from noise will be the responsibility of the APPLICANT and will be in addition to the loss of the full security deposit. All guests are asked and expected to maintain a conversational volume while outside and refrain from honking car horns or playing music loudly, especially late in the evening.

20. Clean Up

Clean Up after the event will be supervised by a designated St. Sava Church Board cleaning coordinator and by the Kitchen Manager in the kitchen areas.

Under church supervision, The APPLICANT is responsible for the cleanup of the church hall and designated smoking areas, making sure all rubbish is properly bagged and placed in the outside dumpster. If the dumpster is filled during the event, APPLICANT is responsible for removal of all additional garbage. Garbage is not to be left outside of the hall, in the parking lot area, or outside of the dumpster.

Failure to properly clean the hall and/or kitchen will result in the immediate loss of the full security deposit. Additionally, the APPLICANT will be responsible for any incremental cleaning charges.

Glass bottles should not be thrown into dumpster, but should be removed from the premises by the APPLICANT.

APPLICANT will have one hour following the end of the event to clean the hall. Fines of \$100 will accrue for each additional half hour (or increment thereof) of cleanup time after required after the first hour.

Dumping of any oil or grease is strictly prohibited and will result in the automatic loss of the full security deposit. In addition, the APPLICANT will be held financially responsible for any damages or costs extending from the appropriate cleaning and disposal.

APPLICANT releases SOCB from any liability resulting from the clean-up during the APPLICANT's rental.

21. Amendments

A rental agreement requiring amendment to this policy in any way must be approved in advance, in writing by the SOCB Church Board or otherwise becomes null and void, with the Cancellation terms and conditions applied.

22. Parking Lot Use

The applicant may make use of the church parking lot during the event. There are 60 designated parking spaces that are for St. Sava Church use.

If the event required more parking capacity, the attendees have three other parking lots in the area that are shared with the French International School. The St. Sava Board Rental Committee will assist in designating where the additional parking is allowed.

23. Stage – Sound System Usage

The Hall stage, sound system and projection system are generally not to be used by the Applicant during a Rental.

If such items are desired to be used, this approval is at the discretion of the SOCB. A qualified technician from the parish may be required for the event, and if that occurs, the Applicant must pay for that person's time. Details for this will be worked out with the Church Board Rental Committee.

24. CURFEW

All curfews required by the City of Cambridge, Massachusetts are hereby incorporated and made part of this Hall Rental Agreement. The Applicant must comply with these curfews and this is an item that must be strictly enforced.

If the Applicant violates this curfew rule, the SOCB reserves the right to charge a penalty and deduct such from the security deposit.