



Rental/Building Use Request Form

At Common Street Spiritual Center, we host and cultivate a variety of programs and events that align with our mission and vision, including concerts, recitals, meetings, spiritual and religious ceremonies, coming of age events, celebrations, weddings, memorial services, rehearsals, fundraisers, meals, dialogues, meditation, yoga, prayer, educational programs, recovery meetings, arts shows, theatre productions, personal growth workshops, etc.

If you are interesting in renting space here, please fill out this form and email it to info@commonstreet.org; or bring or mail the form to:

Common Street Spiritual Center, 13 Common Street, Natick, MA 01760

1. **Your Name:** _____

Email: _____ Phone: _____

Best way to contact you: _____

Address: _____

2. **Name of event or program:** _____

3. **Estimated number of participants:** _____

4. **Description of event or program:** _____

5. **Date and Time:**

1st Choice Date: _____ Time: from _____ to _____

2nd Choice Date: _____ Time: from _____ to _____

3rd Choice Date: _____ Time: from _____ to _____

6. **Room Requested:** (Please see persons per room and hourly rates on Page 2)

1st Choice: _____ **2nd Choice:** _____ **3rd Choice** (if any): _____

7. **Other Information, Requests, Questions** (see Frequently Asked Questions on Page 3):

CSSSC RENTAL RATE SCHEDULE 2019

These fees may be adjusted based on the particular event or activity, in terms of type of use, the number of persons participating, time duration, etc.

3 hour minimum. Additional custodial fees may apply depending on the event.

Sanctuary: \$90 per hour (Non-profit: \$65 per hour)
Maximum seating: about 185

Fellowship Hall: \$50 per hour (Non-profit: \$35 per hour)
Maximum seating: about 135

Kitchen: \$45 per hour (Non-profit: \$30 per hour)

Choir Room: \$35 per hour (Non-profit: \$25 per hour)
Maximum seating: about 35

Meditation Room: \$30 per hour (Non-profit: \$15 per hour)
Maximum seating : about 22

Meeting Room: \$25 per hour (Non-profit: \$15 per hour)
Maximum seating: about 18

OTHER RENTAL POLICIES

Payment Policy:

Half of payment due as a non-refundable deposit at the time of reservation. In case of cancellations due to inclement weather, a credit for another date will be given.

Publicity:

If this is a public event/program, you're welcome to post a flyer on our bulletin boards at the front and side entrances. Please inquire if you would also like to advertise, free of charge, using our meetup page, BuildingCommunity@CommonStreetSpiritualCenter. All public events/programs will also be listed on the calendar on our website. Besides this, you are fully responsible for publicizing your event here at Common Street Spiritual Center.

Clean Up/Set Up:

Generally, clean up and set up are "Do It Yourself" at the Spiritual Center. If you anticipate that your program or event will require additional custodial support, the cost is \$25 an hour, and can be provided based upon the availability of our custodian.

FREQUENTLY ASKED QUESTIONS (FAQs)

How will I get in?

At many times, such as weekends and evenings, the School Street door is open and is sufficient for building access. For access to the sanctuary we provide keys. You can schedule a time to pick up a key from our office. We also have a code for the side School Street door which we give to the organizer as needed.

Do you have closet or coat storage for large events in the Sanctuary?

No, you can use chairs or pews for coats or bring your own to set up in the lobby.

Do you have a sound system, amplifier, or projector system we can use?

Yes. We have all of the above. You need to check the projector system beforehand to ensure it works with the equipment you plan to bring. Please let us know what you will need for your program when we are discussing the rental.

Is there a coffee pot or urn we may use?

We have an urn for hot water and thermal containers to place coffee in. And, we have one glass coffee pot that you may use to brew coffee before placing it in a thermal pouring container.

Can we use the refrigerator?

Yes. Please let us know if you would like to use refrigerator space. We will ensure you have a clear shelf for your event, if this is requested.

Can we use your dishes and silverware?

Yes. Please wash and dry all dishes and silverware you use and place them back in the drawer or cabinet where you found them. We have dishtowels and dish soap available.

In the kitchen, what do we need to do if we are using it?

Please clean the counters and the stovetop after you are done. Please clean the dishes, dry them, and put them away. Please leave the facility as clean as or cleaner than you found it for the next event. We supply the cleansers.

Do you have microphones?

Yes. They go with the sound system and we can show you how they operate. Also, there is signage in the Sanctuary, near the sound system and projector, with instructions on use.

FAQs (continued)

Do you have custodial support for events?

Custodial support at \$25/ hour can be requested and, if available, provided. We mostly are a “Do It Yourself” rental, meaning you ensure the trash is empty, the tables and chairs are set-up and put away, and the floor is swept or vacuumed.

Where are the tables?

We keep spare tables in a closet at the base of the steps leading from the Sanctuary down to our fellowship hall. The closet is on your right at the bottom of the steps.

Where are the chairs?

We have wooden chairs that need to be lifted, not dragged (to keep them sturdy) located on the stage and to the right of the stage (facing the stage). We have extra wooden chairs downstairs in a large storage closet in the fellowship hall. There are also about 80 folding metal chairs on a rack in this closet.

To get to this closet one enters the fellowship hall from the Sanctuary and turns right. Or, if entering through the kitchen, it is on the far left side of the room. You can't miss it!

What do I do when the event is completed?

Please place chairs and tables back to where they were. Vacuum or sweep the rented space. Empty trash cans and ensure no food is left in the trash or the room. If you have a key, place it and your final payment for the rental in the lockbox in the hallway next to our offices on the second floor of the School Street building. Our office and the lockbox are located in the toward the end of the second floor across from the drinking fountain.

Please let us know if you had any problems, if anything broke or was broken, and how everything went for you!

If you have further questions, please contact us at info@commonstreet.org or 508-655-9636.