

Old Brick Church
Williston, VT

Thank you for your interest in *The Old Brick Church*. It is located in the heart of Williston Village along scenic Route 2. It was built in 1832, originally used as a church and later given to The Town of Williston. The church is listed on the National Historic Register and is currently used for weddings, meetings and commemorative services. It has no religious affiliation and is managed by a Board of Trustees whose members are appointed by the Williston Selectboard. Maintenance of the church is largely dependent upon fees and cooperation of persons using the building; special attention to the following guidelines are important. Please note the maximum occupancy for the sanctuary is 140 people and the basement area is 75 people.

Guidelines:

- *The Old Brick Church* is a historic structure with no accommodations for handicap accessibility. This should be considered by any individual or group wishing to use the space.
- All transportation arriving to or departing from *The Old Brick Church* must use the area at the rear of the building, which is accessed from Library Lane. Please do not park at the Police Station or Town Hall. Under no circumstances should anyone park, be dropped off or be picked up from the front of the church along Williston Road (Route 2).
- Please do not move the furniture in the Sanctuary. The sofa, organ and table in the entryway are fragile and cannot be moved for any reason. However, if you do not wish to use the lectern located in the center, please carefully move it to the east wall near the front pews and return it to the center when you leave the church.
- No tacks, nails or staples shall be used in the pews, walks or woodwork in the building. The pump organ was found in pieces during a renovation and restored. We kindly ask that you do not play or let children play the organ.
- Please do not throw confetti, this is prohibited. Rice or birdseed may be thrown outside the building.
- If heat is needed in the building, it will be turned on for you in advance.
- Please turn off all lights when you leave.
- Please make certain all doors are securely closed and locked. The front doors to the Sanctuary must be bolted from the inside.
- Please do not bring any food or drinks into the sanctuary.
- Alcohol is strictly prohibited in *The Old Brick Church* or its grounds.
- Please remove everything. Failure to do so will not only result in the loss of deposit, but it could result in delay of a scheduled function afterward.
- Keys are available at the Town Clerk's Office, located across the street from the church. You are responsible for picking up the key prior to your scheduled function.
- The office hours are Monday – Friday 8:00am – 4:30pm. After locking the church, the key must be returned immediately to the Town Clerk's Office (if during open hours) or dropped in the box located at the rear of the Town Hall after hours.
- If you should need to cancel your reservation, please place a courtesy call to the Town Hall at 878-5121 and Carol West at 879-1176.
- The balcony above the sanctuary is not open to the public.
- The renter of this building will be required to provide a Certificate of Liability Insurance naming the Town as an "Additional Insured" for the scheduled event as part of the Application for Building Use. The applicant should contact their insurance carrier either through their

homeowners or general liability insurance plan. In the event the Renter does not have access to tenant user liability insurance through their insurance carrier, the Vermont League of Cities and Towns can provide this insurance to the renter by calling 1-800-507-8414 or by visiting their web-site at: <https://tulip.onebeaconentertainment.com/e/tulip/apply.aspx>.

- The facility code for this request is: 0406-341. Insurance requirements for small Williston based community organizations may be waived by the Old Brick Church Trustees on a case by case basis.

Fees & Deposits:

- The fees for use of the Meeting Room or Sanctuary are as follows:

Type	Fee
Meeting Room	\$50
Building Deposit	\$50
Sanctuary	\$200
Key Deposit	\$10
Memorial Services (Sanctuary Only)	\$75
Wedding Rehearsal	\$50

No Fee for Local Williston based Non-Profit Organizations

- Please return application and check made to The Town of Williston for proper amount. Receipt of this will secure the date and time, if available. Reservations are given in the order in which they are received and we are unable to “hold” dates without a deposit.
- The \$50 Building Deposit is refunded upon a building inspection after use and compliance with all guidelines.
- The \$10 Key Deposit is refunded upon return of the key.

Contact Persons:

Name	Telephone Number
Town Hall	878-5121
Carol West (Building Rental Questions & Schedule)	879-1176
Jack Price	879-7603
Alice Beisiegel	879-6828
Joy Peterson	878-2511
Barrett Peterson	878-8241

Again, we are happy that you would like to enjoy the charm of *The Old Brick Church*. Please keep these guidelines as a reference so that the beauty and character of the church will remain for years to come.

Thank you,

The Old Brick Church

Board of Trustees

Town of Williston