



CITY OF FRAMINGHAM
CAPITAL PROJECTS & FACILITIES MANAGEMENT DEPARTMENT

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Cushing Memorial Chapel

Wedding Information Packet & Rental Guidelines

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The Cushing Memorial Chapel was built in 1943.



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Rental Availability

The Cushing Memorial Chapel is available for rental year round between the hours of 9:00am through 8:00pm, except for the following Holidays:

New Year's Eve or Day	Martin Luther King Day
President's Day	Patriot's Day
Easter Day	Memorial Day
Independence Day	Labor Day
Columbus Day	Veteran's Day
Thanksgiving Day	Christmas Eve, or Day

Cushing Memorial Chapel Wedding Reservation Information

- To learn available dates, contact the Capital Projects & Facilities Management Department at 508-532-5485 or send an e-mail to facilities@framinghamma.gov.
- All applicants must submit a completed rental application form to reserve a date at the Cushing Memorial Chapel at least 30 business days prior to rental date.
- A general liability policy is required as part of the rental agreement. All applicants or organizations renting the Chapel shall obtain insurance from a private agency in the amount of one million dollars (\$1,000,000) general liability and property coverage indemnifying the City of Framingham. The certificate of insurance shall be presented 14 business days prior of the rental date naming the City of Framingham as additional insured.
- A down payment of \$250.00 is required two weeks after reservation is made to secure your rental date.
- Payments may be paid by cash, personal check, bank check and money orders. Credit cards are not accepted. Payments made by checks and money orders must be made payable to the City of Framingham.
- Final payment of rental fee is due 14 business days prior to wedding date.
- Application and payment can be mailed to:

City of Framingham
Capital Projects & Facilities Management Department
150 Concord Street, Room 133
Framingham, MA 01702

Or dropped off at our physical location at:

10 Nicholas Rd
Framingham, MA 01701



Cushing Memorial Chapel Wedding Rental Fee Schedule

Wedding Rental \$500.00

1 Hour for the Rehearsal

3 Hours for the Wedding

(Time Block includes Set-Up, Ceremony, Break-Down and Clean-Up)

Included in the Wedding Rental Fee:

The Cushing Memorial Chapel rental fee includes up to three hours in the Chapel on the day of the ceremony, and an optional one hour for a rehearsal. Rehearsals are to be scheduled Monday through Thursday between the hours of 9:00am - 7:00pm and Friday between the hours of 9:00am - 5:00pm. The Cushing Memorial Chapel rental fee also includes the use of a dressing room, restrooms, access to sound system, microphone and use of the Chapel organ. Custodial Services will also be provided by the Capital Projects & Facilities Management Department for standard break-down, cleaning and securing of the Chapel following both rehearsal and wedding.

Not Included in the Wedding Rental Fee:

- Organist/Musicians
- Flowers
- Decorations
- Clergy
- Runner
- Photographer

We encourage you to plan ahead and to arrange for your own set-up and clean-up. Any set-up and clean-up requirements needed for the event such as flowers, decorations and music equipment must be done during the allotted event hours as well as any pictures that will be taken. Additional hours may be available upon request at an additional cost.

Cancellation and Refund Policy

All cancellations must be made in writing and received by the Capital Projects & Facilities Management Department. Weddings paid in full will receive a 50% refund of the rental fee if cancelled in writing 30 business days or more before the reservation date. If the cancellation is made less than 30 business days before the reservation date, a refund will not be issued.



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Cushing Memorial Chapel

60 Dudley Road, Framingham, MA

FREQUENTLY ASKED QUESTIONS

The Cushing Memorial Chapel is a beautiful historic building, and we want to preserve it for as long as possible. Toward this end, we provide the following guidelines and ask for your cooperation in adhering to them if you reserve the Chapel for your event:

1) **When is the Cushing Memorial Chapel available?**

Events may take place daily year round beginning at 9:00am with the last event of the day ending at 8:00pm, except for the following Holidays:

New Year's Eve or Day
President's Day
Easter Day
Independence Day
Columbus Day
Thanksgiving Day

Martin Luther King Day
Patriot's Day
Memorial Day
Labor Day
Veteran's Day
Christmas Eve, or Day

2) **What is the capacity of the Chapel?**

The Chapel seats approximately 180 people: 140 on the first floor and 40 in the balcony.

3) **What type of events can be held at the Chapel?**

Events such as weddings, baptisms, christenings, funerals, prayer services and other types of ceremonies are examples of potential gatherings. For an event not on this list, please contact the Capital Projects & Facilities Management Department at 508-532-5485.

Please note that the applicant must arrange for their own associated services from individuals such as florist, photographer, or clergyman. Those individuals must also follow these guidelines.

4) **Can I see the Chapel prior to booking my event?**

Yes. You may schedule an appointment to view the Chapel for a 30-minute period Monday through Thursday between the hours of 9:00am and 7:00pm and Friday between the hours of 9:00am and 5:00pm. Appointments can be arranged through the Capital Projects & Facilities Management Department at 508-532-5485.

5) **How do I find out if the date I would like is available?**

To learn available dates, contact the Capital Projects & Facilities Management Department at 508-532-5485, or send an e-mail to facilities@framinghamma.gov. We will respond to your voice mail or e-mail by the next business day.

We urge you to book in advance and to have alternate dates, if possible. Reservations are not confirmed until the Capital Projects & Facilities Management Department has received a fully completed application form and payment paid in full.

6) **What method of payment is accepted for renting the Chapel?**

Payments may be made in cash, personal check, bank check and money orders. Credit cards are not accepted. Checks and money orders must be made payable to the City of Framingham.



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7) Is the Chapel heated and does it have air conditioning?

The Chapel is heated and has central air conditioning. Temperature settings are electronically controlled and not accessible from within the Chapel.

8) Is the Chapel accessible?

The main floor of the Chapel is accessible via ramp from the sidewalk. The center aisle is 54 inches wide. There is ample space in the front and rear of the Chapel for wheelchairs.

9) Does the Chapel have restrooms?

There are three restrooms, two of which are accessible.

10) Does the Chapel have changing rooms?

A carpeted room on the main floor may be used as a changing area at no extra cost.

11) Is there parking at the Chapel?

Parking is available at the Chapel at no cost.

12) What are the sizes of the aisles and pews?

The Chapel has a center aisle, approximately 60 feet long and 54 inches wide. There are 5 rows of pews and room for folding chairs at the back of the room.

13) Are candles allowed in the Chapel?

Electronic flameless candles are permitted; however, open flames are not. The Chapel does not provide electronic candles.

14) Are flowers allowed in the Chapel?

Flowers are allowed. However, plastic or other protection must be placed under live plants.

15) Are flower petals allowed in the Chapel?

Real flower petals are **NOT** allowed to be thrown on the Chapel floor as the oils in the petals can ruin the integrity of the carpet. Paper or silk petals can only be dropped onto a runner; all petals and runner must be removed after the event.

16) Is there a piano in the Chapel?

No, however, the Chapel does have an organ and is available upon request. Please keep in mind that the applicant is responsible for hiring the organist.

17) Is music allowed to be played in the Chapel?

The Chapel has a sound system. However, the applicant must provide an audio source and auxiliary cable to play music.

18) Are food and beverages allowed in the Chapel?

Food and beverages are **NOT** permitted in the Chapel.

19) Are photographs allowed in the Chapel?

The Chapel has no regulations concerning photographers and videotaping of events. However, photographs must be taken during the event's allotted time. We suggest that this is discussed with your officiant in advance so that adequate time is set aside on the day of your event.

20) Does the Chapel provide programs?

The Chapel does not provide printed programs as part of the standard rental package.



21) Is rice or confetti allowed?

No rice, birdseed, confetti or any substance may be thrown inside or outside the Chapel.

22) Does the Chapel provide runners?

No, the Chapel does not provide runners.

23) Are decorations allowed at the Chapel?

It is the applicant's responsibility to share the following regulations and guidelines with all associated service providers such as bridal consultant, funeral director, florist, clergyman, and so on.

- a. Plastic or other protection must be placed under live plants.
- b. There is no storage available before or after the event. The applicant is responsible for collecting all decorations before they depart the Chapel following the end of their event.
- c. Tape, tacks, or nails may not be used to affix items to the pews or any surface in the Chapel.
- d. Flowers are allowed. Please see questions 14 and 15 listed above for restrictions.
- e. For pew decorations, please remember that tacks, tape or nails are not permitted. Most florists are familiar with importance of maintaining the integrity of a Chapel's paint or woodwork and can provide pew bows that hang over the end of the pew.
- f. Rice/Birdseed/Confetti is prohibited. Please see question 21 listed above.
- g. The Chapel must be left in the same condition it was found and free of decorations and trash. Trash receptacles are available. Please remember to check the pews for litter and personal items. Costs incurred in extraordinary cleaning or in the repair or replacement of damaged items will be assumed by the applicant/organization. Please contact the Capital Projects & Facilities Management Department at 508-532-5485 for details and potential costs of additional cleaning services.



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RENTAL APPLICATION FOR THE USE OF THE CUSHING MEMORIAL CHAPEL

(Please submit at least 30 business days prior to Wedding)

I. APPLICANT INFORMATION

Bride's Name: _____ Telephone: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____

Groom's Name: _____ Telephone: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____

II. EVENT INFORMATION

Date of Wedding: _____ Day of Week: _____ Expected Attendance: _____

Set Up Time: _____ Event Start Time: _____ Event End Time: _____ Clean Up End Time: _____

(Three Hour Time Block Only)

Please give a **detailed description** of the wedding you are planning, including any decorations, flowers, and music equipment that will be brought in: _____

Will you need the gate open for a limo/car? Y N

Music: (please check) iPod/iPad Live music Chapel organ* Other: _____

*If using Chapel organ, please remember you are responsible for hiring the organist.

III. WEDDING REHEARSAL INFORMATION

Wedding Rehearsal: Yes No Expected Attendance: _____

Rehearsal Date: _____ Rehearsal Day: _____ Rehearsal Start Time: _____ Rehearsal End Time: _____

(One Hour Time Block Only) (Please remember rehearsals are scheduled Monday through Thursday between 9:00am and 7:00pm and Friday between 9:00am and 5:00pm.)

IV. POLICY INFORMATION

Initial here to confirm you understand you are required to obtain a \$1,000,000 Certificate of Liability Insurance stating that "The City of Framingham is included as additional insured as respects to the General Liability policy per written agreement/contract." _____



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Initial here to confirm that you understand that clean-up of the Cushing Memorial Chapel immediately following the event is the responsibility of the applicant and that the Cushing Memorial Chapel is to be left in the same condition it was found, free from litter and debris. _____

Initial here to confirm that you understand that Cushing Memorial Chapel is a smoke free environment and the consumption of alcoholic beverages is prohibited on City Property. _____

I have read, understand and will comply with all guidelines written in the Policy for the use of Cushing Memorial Chapel. Applicant hereby agrees to indemnify, defend, and hold harmless City, and its officers, attorneys, employees, attorneys, and agents from and against any and all claims, demands, suits, actions, liabilities, damages, penalties, judgments, and costs and expenses, including without limitation the costs and expenses of litigation and attorney's fees, of or by anyone that in any way is caused by, arises out of, or is occasioned by, the acts or omissions of applicant in connection with this event, or any activities, operations, conducts, negligence, or omissions of applicant or its guests or agents, regardless of whether same is caused in part by City or any third party.

Signature of Applicant

Date

Application and payment can be mailed to:

City of Framingham
Capital Projects & Facilities Management Department
150 Concord Street, Room 133
Framingham, MA 01702

Or dropped off at our physical location at:

10 Nicholas Rd
Framingham, MA 01701

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FOR DEPARTMENT USE ONLY

Approved:

CAPITAL PROJECTS & FACILITIES MANAGEMENT _____ Date: _____

Payment Received Y N Amount: \$ _____ Date: _____

Certificate of Liability Insurance Received Y N Date: _____

Employee(s) Assigned _____ Hours Worked _____