

Bethany Reformed Church  
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### **Building Use Policy**

*Bethany's Mission: Bethany Reformed Church seeks to be a caring and inclusive community called by Christ, to glorify the Holy Spirit and express God's love, serve our neighbors and community, and invite others to follow Christ in a life-changing way.*

The Church Office's phone number is (518) 482-7998. Bethany's telephone answering machine will take your message if the Pastor or Secretary is not available. Your call will be returned as soon as possible. Building Use Request forms will be reviewed at Consistory meetings, which are usually held the third Sunday of each month.

#### **Availability**

The property of Bethany Reformed Church is for the use of the congregation and for those organizations and groups whose goals are consistent with the Church's mission to provide for the common well-being of our community.

Bethany Reformed Church may make our Church's buildings and grounds available to people of our congregation or organizations for their private use. We do not make our Church's buildings and grounds available for activities conducted for profit.

Occupancy must meet the Emergency Rules of New York State.

Church members have priority use of the parking lot. Check with the Church Office regarding information about parking lot availability.

Events canceled for inclement weather may be rescheduled after checking with the Church Office for availability.

#### **Scheduling**

Use of the building must be approved and scheduled in advance through the Church Office.

All events must be cleaned up and out of the building by 9 PM.

This form sets out the guidelines for the use of the facility, confirms the requested date, time, and room(s) to be used, provides guidelines for custodial and kitchen services and fees, and gives an estimate of the fees that will be required.

If there is a scheduling conflict, priority will be given to the groups and activities of Bethany Reformed Church.

Groups may set up a time prior to the event to tour the facility and assure they know where the lights are and can safely operate the lifts.

**Non-Member Fees/Single Use Fee Payment of all fees in full is required to reserve the room(s). Please enclose payment with the Building Use Request form.**

*\*A Security Deposit of \$100 is required. It will be returned once the event is over, and if the building is left in the condition it was found in.\**

Meeting Rooms for Groups-\$25 per one meeting each week or 1x per week.

Sanctuary for funerals-\$50 per hour

Sanctuary for non-member weddings-\$300

Sanctuary for concerts-\$100

Kitchen (use of stove/oven)-\$50 per hour

Events (baby shower, birthday party, etc.)-\$25 per hour

**\*\*Members are asked to prayerfully consider donating to the Church\*\***

**Insurance**

Groups must provide a certificate of insurance or a Hold Harmless Agreement releasing Bethany Reformed Church of liability, and naming Bethany Reformed Church an additional interest insured on the user's property damage and liability insurance. The amount of coverage must be at least \$1,000,000.00. The certificate must be brought in or mailed to the Church Office at least one week prior to use.

**Use of the Kitchen**

The kitchen is available to warm, prepare, or serve food by adults only.

A fee will be charged for any other use of the kitchen or its equipment.

All general safety and cleaning guidelines must be followed, and it is the group's responsibility to clean up.

**General Courtesy Rules**

The following must be adhered to:

For **any** portion of every half hour you stay over the agreed upon event time, you **must** pay \$25. **By initialing, I agree to these terms.** \_\_\_\_\_

Please keep the building and grounds clean and orderly.

If something of the Church's property is used, please put it back where you found it. All set up (tables, chairs, etc.) are the responsibility of the group and the room will be returned to its original state after usage. Windows will be closed, lights turned off, and doors locked. ***\*A Security Deposit of \$100 is required. It will be returned once the event is over, and if the building is left in the condition it was found in.\**** **By initialing, I agree to these terms.** \_\_\_\_\_

Smoking is prohibited everywhere inside. The use of alcohol is prohibited everywhere inside and outside of the Church. Gambling is prohibited on Church property.

**By initialing, I agree to these terms.** \_\_\_\_\_

The use of incense and/or candles is prohibited everywhere inside and outside of the building. The use of nails, screws, and tacks may not be used on walls, ceilings, or other furnishings, inside or outside of the building. **By initialing, I agree to these terms.** \_\_\_\_\_

All trash must be collected and carried out at the end of the event. Dumpsters are behind the white shed, in the back of the parking lot. The left dumpster is for garbage (black lid), the right dumpster is for recycling (yellow lid). Please, no plastic bags in the recycling dumpster.

**By initialing, I agree to these terms.** \_\_\_\_\_

Items belonging to groups may be stored in an approved area, and must be labeled with the group name, date(s), and time(s) the group meets.

Only service animals are permitted to be in the building.

Please do not wander the building. Stay in the designated event/meeting area.

Representative(s) must read and sign: This is to certify that I and/or a representative of my organization has read the *Building Use Policy* of Bethany Reformed Church. I/We understand the provisions and agree to abide by them, and any further stipulations agreed to in consultation with Church Representatives. By signing below, I/We agree to comply with all Church Guidelines for the use of Bethany Reformed Church property.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I/We understand that by signing below, I/We are taking responsibility for the proper use of the building, equipment, etc., and will be fully responsible for any damages or misuse of the property,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature for Bethany Reformed Church

\_\_\_\_\_  
Date