

Request for Use of Bethany Reformed Church

Group Name _____ Today's Date _____

Contact Person _____ Phone _____

Email _____ or address _____

Date Requested _____ Time Requested **(including set up and clean up)** _____

Number (range) of participants expected _____

Request for ____ once only; ____ repeat weekly; ____ repeat monthly; ____ Meet on holidays;

____ Other (explain) _____

Rooms requested: ____ Fellowship Hall; ____ Sanctuary; ____ Sunday School Wing; ____ Kitchen;

____ Errgong Room; ____ Stage; ____ Other (explain) _____

Purpose _____

Insurance provided by _____ (company)

or

"Hold Harmless Agreement" will be signed upon approval of building usage _____ .

____ Independent access (group has a key)

____ Need someone to unlock and lock the building

The following must be adhered to:

1. Please keep the building and grounds clean and orderly.
2. All events must be cleaned up and out of the building by 9 PM.
3. 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.
4. Smoking is prohibited everywhere inside. The use of alcohol is prohibited everywhere inside and outside of the Church. Gambling is prohibited on Church property.
5. 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.

6. 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.
7. 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.
8. Only service animals are permitted to be in the building.
9. Please do not wander the building. Stay in the designated event/meeting area.
10. Please report any damage, mechanical malfunctions, or concerns to the Church Office, emergency contact, or any available Church Staff Member as soon as possible.
11. Groups will receive a rental fee based on rooms to be used and times requested.
12. Rental fee and proof of insurance will be provided to Bethany a minimum of one week prior to the event.
13. 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.
14. Occupancy must meet the Emergency Rules of New York State.
15. In case of emergency, please call 518-482-7998 (Church Office).

Heard about Bethany from: ___ Sign; ___ Friend; ___ Group; ___ Media; ___ On-line; ___ Other (____)