

THE REFORMED CHURCH OF NEW PALTZ

92 Huguenot Street, New Paltz, NY 12561

(845) 255-6340 (845) 255-6660 fax

APPLICATION FOR USE OF CHURCH BUILDINGS/ROOMS 2008-2009

Date Received at Church office: _____

Approved: _____, _____, _____

Entered on calendar: _____ / _____

1. Name of Organization: _____

2. Purpose for which the building is to be used _____

3. Additional information that will help the committee can be attached

4. Date of activity: from: _____ to: _____.

5. Facility requested _____

<u>Day of week</u>	<u>Date</u>	<u># of people Expected</u>	<u>Starting Time</u>	<u>Ending Time</u>
1. _____	_____	_____	_____	to _____
2. _____	_____	_____	_____	to _____
3. _____	_____	_____	_____	to _____

Check Facilities Requested

Fee/Donation for nonchurch groups

	<u>Full Day</u>	<u>Half Day</u>	<u>1 to 3 hours</u>
_____ Fireside Room*	\$300	\$175	\$100
_____ Social Hall*	\$275	\$200	\$90
_____ Small rooms off Social Hall	\$100	\$50	\$20

*\$100 returnable room deposit is required when using the fireside room or Church Social Hall

_____ Classroom, Ed. Bldg# _____ \$100 \$50 \$20

_____ Community Room \$175 \$125 \$75

_____ Church Sanctuary \$350

Checks are to be made payable to **Reformed Church**, at above address

The sponsor has read and agrees to be bound by the Building use Policy of the Reformed Church regarding its facilities and their use.

Sponsor's Name _____ / _____
(PRINT clearly) (signature)

Address _____

Phone _____ E-mail _____

**Please sign and return to the office.
If a custodial charge is indicated, you will be notified of the exact charge.**

Building Usage Policy ~ Reformed Church

1. Organizations and individuals of the Reformed Church have priority in the use of facilities.
2. Use of facilities must be requested through the church office and approved by the Property Committee at least 4 weeks prior to the event.
3. The Church Secretary will coordinate dates, rooms, etc.
4. All parties requesting to use building space must complete and submit an **Application for use of church buildings/rooms Form** annually, which includes the name and address of a person who will be responsible for clean-up and security of requested facility.
5. Please see fee schedule for building use. This fee does **not** cover specific damages to the facility or contents, which would incur additional charges. Room deposits and fuel surcharges might be assessed for use of specific areas.
6. Commercial and private interest organizations may use the facilities with **permission of the Property Committee**.
7. The Fireside Room, our church parlor and occasional worship space, is not available to non-church groups except by **special** permission of the Pastor and Property Committee
8. Groups are not permitted to cook in church buildings except by permission of the Property Committee. However, beverages, light snacks and deserts may be served. Groups are expected to provide their own urns, beverage containers, utensils and other supplies. We have adapted a green policy. Please do not use plastic and styrofoam plates or cups.
9. Outside caterers must be approved by the Property Committee.
10. Fund-raising activities require special permission from the Property committee.
11. Except for weddings, groups may not use the Sanctuary except by **special** permission from the Property Committee and Pastor.
12. Because our buildings need to look their best for Sundays, groups may **not** use buildings on Saturdays except by special permission of the Property Committee.
13. Buildings are not to be used during Holy Week or for up to four days preceding Christmas. The buildings also will be closed between Christmas and New Years Day, except by special permission of the Property Committee.
14. Groups are not to use church school supplies or move/disturb church projects in rooms they are using.
15. All users are expected to leave the facilities in good order. Any chairs borrowed must be returned, and the room must be left as it was. Leaders are expected to check the bathrooms. Sponsors are expected to turned off lights are and lock doors before they leave the building. Any heating problems are to be brought to the attention of the sexton or property chairman immediately, since most areas have programmable thermostats.
16. All users must:
 - a) ensure that rooms and bathrooms used cleaned and are left in good order,
 - b) doors and windows are closed,
 - c) lights are turned off.
17. Leaders are expected to:
 - a) be sure all hall and bathroom lights are turned off
 - b) all exterior doors are securely locked.
18. Small groups are discouraged from using the large spaces (Fireside Room, Social Hall, & Community Room) in the winter because of heating costs. A fuel charge for use of these room may be assessed.
19. No alcoholic beverages are to be served or consumed.
20. Failure to comply with the foregoing may result in revocation of these privileges.