

**REFORMED CHURCH OF NEW PALTZ**

92 Huguenot Street, New Paltz, NY 12561

845.255.6340, Fax: 845.255.6660

Email: [rcnp.office@gmail.com](mailto:rcnp.office@gmail.com)

"We Are a Green Church"

**Building/Room Use Form**

Name of Organization \_\_\_\_\_ Tax ID# \_\_\_\_\_

Date of Requested Activity: From \_\_\_\_\_ To \_\_\_\_\_

Time: From \_\_\_\_\_ To \_\_\_\_\_

Facilities Requested – please make an 'X' in the "Facilities Requested" column on table below

| Facilities Available                                 | Facilities Requested | Recommended Donation For Non-Church Groups |          |           |
|--|----------------------|--|----------|-----------|
|  |                      | Full Day                                   | Half Day | 1-2 Hours |
| Fireside Room (max 75)                               |                      | \$300                                      | \$200    | \$100     |
| Community Room (max 30)                              |                      | \$175                                      | \$125    | \$75      |
| Classroom – Education Building (max 12; 3 available) |                      | \$100                                      | \$50     | \$25      |
| Church Social Hall (max 100)                         |                      | \$275                                      | \$200    | \$100     |
| Church Sanctuary                                     |                      | \$350                                      |          |           |

*A Custodial Fee may be required*

Estimated Number of People: \_\_\_\_\_ Has this group used Church property before? When? \_\_\_\_\_

Purpose: \_\_\_\_\_

Special Requirements (audio/visual, etc): \_\_\_\_\_

**Checks are to be made payable to Reformed Church at the above address. Payment is required prior to the date of the activity. If use is on-going, payment is required before each date of use.**

I, the sponsor, have read and agree to be bound by the Reformed Church Building, Grounds and Room Use Policy. *Initial* \_\_\_\_\_

**Please provide information below, sign and return to the Church Office in the Education Building.**

Sponsor's Name \_\_\_\_\_ (print clearly) \_\_\_\_\_ (sign)

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

=====  
Date received in Church office? \_\_\_\_\_

Certificate of Insurance needed? yes no

Obtained: yes no

Approval \_\_\_\_\_

Entered on Calendar yes no

## **Building Usage Policy – Reformed Church**

1. All parties requesting to use building space must complete and submit a **Building Use Form** to the church office which includes the name and address of a person who will be responsible for clean-up and security of requested facility.
2. Repeat users will be assessed an annual fee of **\$45.00** for building up-keep and wear and tear. This fee does **not** cover specific damages to the facility or contents, which would incur additional charges.
3. All groups must re-apply annually.
4. Commercial and private interest organizations may use the facilities with permission of the Property Committee for on-going use and the office administrator and pastor/s for a one-time use.
5. Groups are not permitted to cook in church buildings except by permission. However, beverages (please avoid red, orange, purple, green, etc. colored beverages), light snacks, and desserts may be served. Groups are expected to provide their own urns, beverage containers, napkins, and other supplies. PLEASE SEE “GREEN CHURCH” REQUIREMENTS BELOW.
6. 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 Year’s Day, except by permission.
7. Groups are not to use church school supplies or move/disturb church projects in rooms they are using.
8. All users are expected to leave the facilities in good order.
  - a. Please return the room to how it was arranged when you arrived.
  - b. Any spills on carpet or furniture in the Fireside Room must be cleaned immediately. Cleaning supplies are under the sink in the kitchen.
  - c. Any tables or chairs borrowed, must be returned.
  - d. Ensure doors and windows are closed.
  - e. Turn off the lights in the room and hallways.
  - f. Place your trash in the outside dumpster.
  - g. Check bathrooms for neatness.
  - h. Do not leave any food behind – carry in/carry out.
  - i. If you are the last group to leave the building – make sure the exterior doors are locked.
9. Small groups are discouraged from using the large spaces (Fireside Room, Social Hall, and Community Room) in the winter because of heating costs.
10. A Certificate of Insurance may be required for building use and events.
11. Failure to comply with the foregoing may result in revocation of these privileges.

### **ABSOLUTELY NO:**

1. Smoking in the church buildings or within 50’ of outside doors.
2. Food or drink in the sanctuary.
3. Moving liturgical or musical furniture in the sanctuary without pastors’ permission.
4. Duct tape or packing tape on walls, doors, or floors. Please use “painters tape”.

### **WE ARE A GREEN CHURCH COMMITTED TO CARING FOR CREATION:**

1. NO Styrofoam cups or plates.
2. Please use glasses, cups, plates and silverware provided in the kitchens.  
Rinse and place dirty dishes in the dishwasher in the Education Building. Rinse dirty dishes and run through the dishwasher in the Social Hall. Instructions are posted on the wall above the dishwasher.

Sponsor’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_