

REFORMED DUTCH CHURCH OF CLAVERACK, NY
BUILDING USE FEE, REGULATIONS AND GUIDELINES

I. Christian Education Building

A. Upstairs Hall and Kitchen

1. For non-profit community service groups:
\$100.00 for Hall and Kitchen
2. For large private groups over 100 people – non-members
(Wedding Receptions, social events, etc.. . .)
\$250 for Hall and Kitchen
3. For small private groups less than 100 people – non-members
\$200.00 for Hall and Kitchen

B. Downstairs Classrooms – non-members

- \$35.00 per room
\$100.00 for whole downstairs
(Lower price asked for non-profit community service groups)

II. Sanctuary

Non-member use- for musical or dramatic non-profit usage or for weddings

Consistory approval required - \$100.00 (Sanctuary only)

III A minimum fee of \$200.00 is required for the minister performing wedding and memorial services.

IV. If music is required for your special service, the organist fee is \$200.00. (Extra is required if a soloist is used).

V. A \$75.00 fee to our custodian will also be required for the clean-up of the Sanctuary and/or the Christian Education Building (if used) for wedding and reception. Custodial fee for private groups will be charged if required extra clean-up of CEB or Sanctuary is necessary. This fee will be added to and paid for at the same time of the building fee.

Note: Please write individual checks or have envelopes with cash for the Minister and Organist. Present payments prior to, or at the latest, at the rehearsal.

Fees for the use of the facility are listed above. Non-profit local community service or religious group fee may be waived, or a donation may be asked for in lieu of a set fee (e.g. AA, Alpha, Choral Society). Fees may be waived or reduced in special circumstances by the minister or consistory of the church. All room use fees are based on per diem use and include services of the church custodian, excluding weddings. For wedding fees and regulations, see the minister or the senior elder.

THERE IS NO ALCOHOL OR SMOKING ALLOWED ON CHURCH PREMISES

The Consistory encourages the use of church facilities by its member organizations and recognized civic community organizations within the limit of the church to provide resources and services. All requests for the use of facilities must be made through the church office at least 30 days in advance of the desired date of use. All groups and organizations must complete a Building Use Form and provide a Certificate of Insurance if appropriate and as noted below. If persons making request have a direct connection to a church member, please indicate such. First time users must have a liaison or another responsible church member present for checking the building after an event.

Member/Liaison name and contact phone number.

Facilities of the church are available to organizations subject to the following regulations:

1. The beliefs and practices of the organization must not be discriminatory or contrary to the spirit of the church or laws of the community, state or nation.
2. Alcoholic beverages are not permitted on church rounds.
3. Demonstrations may not be conducted with fire, explosives, firearms or weapons of any kind, or caustic or volatile materials or any other materials that may be dangerous to life or property.
4. Smoking is not allowed on church grounds.
5. Gambling of any kind shall not be permitted.
6. Decorations and displays are allowed; however, they must not be permanently affixed and must be removed at the end of the event.
7. All recyclables with the recyclable symbol (triangle) except plastic bags must be empty, rinsed and clean and placed in the clearly marked kitchen hall recycling containers. Clean paper and cardboard can be put in with the other recyclables.
8. Upon exiting, all garbage must be removed and placed in the dumpster in the parking lot.
9. Adequate adult supervision must be provided for children using church facilities. It is expected that there will be at least one responsible adult for every 10 (ten) children.
10. Organizations using church facilities will assume full responsibility for damage done during their occupancy of the facilities and will be expected to reimburse the church for all necessary repairs.

11. Special permission will be required from the music director and/or the minister for use of church musical instruments.
12. When deemed necessary by the Consistory to provide maintenance coverage, an assigned member of the church may be required to be on church property, whenever a non-member group is present.
13. Non-member groups using church facilities are required to provide a Certificate of Insurance, listing the church as an additional insured, showing insurance coverage for their members or guests during the time that their group meets at the Reformed Dutch Church of Claverack. This certificate should provide a minimum of \$1,000,000 liability insurance protection.

I have read and understand the above regulations and guidelines for use of the property belonging to the Reformed Dutch Church of Claverack. I agree to pay all fees, obtain and supply the church with a Certificate of Liability Insurance if required, and to abide by all the above.

Name of Organization

Signature of Authorized Representative of Organization _____ Date _____

Printed Name of Authorized Representative

CHURCH OFFICE USE ONLY

Total Fees Paid: _____ Check # _____ Date _____