



Request for Building/Property Usage for Church Members Personal Use

Cost is \$75 for the Gathering Place (basement)

Cost is \$30 for the Well

Type of Event (family reunion, birthday party, shower, etc.) _____

Contact Member name: _____

Phone: (home) _____

(cell) _____

E-mail: _____

Date for which the building is requested: _____

Approximate number of person attending: _____

Times of event from set-up through clean-up: _____ to _____

_____ Sanctuary _____ Gathering Place _____ Legacy Kitchen

_____ The Well (church basement) _____ The Well Kitchen(church basement)

Use of TV/DVD ___ yes _____ no - You must provide your own computer with HDMI output. Please do a test run before the actual date. Contact church office to schedule a time.

(Please check all that apply)

Please be aware that your group will be responsible for leaving the building/property, including the bathrooms, in an orderly condition. An additional charge may be necessary if extra janitorial work is needed.

Please allow enough time for your request to be reviewed by our Consistory at their monthly meeting. You will be notified of their approval or rejection of your request. In the event of a conflict of dates, preferences will be given to a church function. By signing this contract I am taking on the responsibility of making sure NO ALCOHOL will be on the premises.

Signature of member: _____

Rental Policies

1. NO TOBACCO, NO ALCOHOL, NO PROFANITY, NO DANCING
2. Confetti or rice is NOT to be used within the church facility or on the church property.
3. All renters ordinarily will conduct their functions to permit the closing of the facility by 10 pm Monday to Friday and by 9 pm Saturday and Sunday. (In certain circumstances, these times may be extended).
4. Any damage to equipment or facilities, other than from normal use, shall be the responsibility of those renting the facility. All fees for rental of facilities and equipment's are payable to Sully First Reformed Church and delivered to the secretary upon booking.
5. Indemnification: It is an express term of this agreement that the Renter indemnifies the Church for any costs or damages of any kind incurred by the Church, as a result of the rental of the facility by the Renter.
6. All bookings and arrangements must be made through the church secretary at least two weeks prior to the event.
7. Bookings and arrangements in unusual circumstances may be directed to the Consistory for approval.
8. Cancellation: A full refund will be given if cancellation notice has been given ____ weeks prior to the event.
9. The person reserving the facility must be present to ensure that the facility is used in accordance with this policy. This person is also responsible for coordinating any needed setup and cleanup. The using group shall be responsible for any damages or additional services incurred relating to the group's activity.
10. If a Sully First Reformed church member is a board or council member of another Christian organization, which wishes to use a room for an occasional meeting, such as is welcome, but the church secretary must be contacted for scheduling purposes.
11. Generally, decorations will not alter or damage the facility and will not require more than a half day of reserved preparation time. Tacking, stapling, or nailing materials is not permitted.
12. All programs and activities should be done in good taste, and special care must be taken to keep the building in good condition. Those using the building shall be responsible for the proper conduct of all those gathered. For the safety and respect of others, all children must be supervised.
 - If children and students are present when the facilities are used, it is required that they be under responsible adult supervision.
 - Parents are asked to keep children from playing in the sanctuary, pulpit area, and instrument area or the kitchen.
 - Parents please do not allow children to run freely through the hall with food or drink.
13. The entire building must be left clean and in the same condition as it was, when the user is finished. All personal items and trash must be removed from the building at the earliest possible time after conclusion of the event.
14. Sunday afternoon activities such as a meal for family members after a baptism service or an anniversary/graduation gathering must be concluded at an appropriate time with the building cleaned, vacated and ready for evening worship by 5 p.m. Thermostats may be adjusted only by the custodian or other authorized personnel.
15. No property- including tables, chairs, kitchen utensils, or other church items – may leave the church without first contacting the custodians.
16. Special Kitchen instructions:
 - The kitchen must be left clean, in the same condition as it was, when the user is finished.
 - No RED or PURPLE Punch for Grape Juice anywhere in the facility.
 - Please leave dishtowels and cleaning rags.
 - Please use paper towels to clean up coffee pots and spilled coffee.
 - Do not leave any leftover food in the refrigerators, unless it is clearly marked to be used by another group or organization in the very near future.
 - If commercial dishwasher is needed, please let the church office know – as someone from the Kitchen committee will need to be there.