

**FIRST REFORMED CHURCH OF SCOTIA  
BUILDING & GROUNDS USE POLICY**

Originally adopted by the Consistory: December 11, 1995

**Revised: December 18, 2023 to take effect on January 1, 2024**

Our building & grounds are an extension of our ministry as set out in our Congregation's Covenant.

**Availability**

1. Our building and grounds are available to groups sponsored by or affiliated with First Reformed Church of Scotia (FRCS) and to groups affiliated with the Reformed Church in America (RCA).
2. We may make our building and grounds available to other ecumenical, cultural, civic or community organizations as guided by our Congregation's Covenant.
3. We may make our building and grounds available to members of our congregation for their private use. We may also make them available for private use of people not associated with our congregation.
4. We may make our building and grounds available to either commercial or private organizations for activities conducted for profit.
5. All events, activities, gatherings, etc. must be in conformity to FRCS mission, covenant, faith and purpose. We reserve the right to deny any person or group use of our space for any reason.
6. The Church Manager is granted the authority to give permission for use of our building or grounds. In exercising this authority, our Church Manager will be mindful of the mission of our church expressed in our Congregation's Covenant, the church calendar, available staff time, and any past experience with the group making the request.

**Fees**

1. Groups sponsored by or affiliated with FRCS or the RCA will generally not be charged room use fees, but may be charged for janitorial fees and opening and closing fees, as applicable.
2. Use of our facilities by an individual affiliated with our congregation will not be charged fees for use of space, but will be charged for janitorial fees and opening and closing fees, as applicable.
3. All fees will be charged according to the schedule set forth in this policy. The Church Manager may authorize a reduction in these fees, if circumstances warrant.
4. Renters shall pay one half of the total rental fee upon approval of the Rental Agreement; the balance of the rental shall be paid no later than 10 days prior to the rental date. A cancellation fee of \$50 will be retained if rental is canceled less than two weeks before the scheduled event. The Church reserves the right to decline a rental request for any reason. Fees shall be payable to First Reformed Church. Payment may be made in the church office.
5. For recurring monthly use, a 10% discount per month applies if the rental is scheduled for one to six months over a 12-month period; a 20% discount per month applies if the rental is scheduled for seven to twelve months over a 12-month period. Discounts for weekly events are negotiable.

**Scheduling**

1. All individuals or groups wishing to use our building and grounds must bring their application to the church office during normal office hours, or by emailing [office@firstreformedscotia.org](mailto:office@firstreformedscotia.org).
2. All individuals or groups wishing to use our building and grounds must complete and sign a facility use form. This form will set out the guidelines for the use of the facility; confirm the requested date, time and room(s); provide guidelines for custodial and kitchen services and fees; and give an estimate of the fees that will be required.

3. Use of our building and grounds will be scheduled on a first-come, first-served basis. However, if scheduling conflicts arise, priority will always be given to the groups and activities of FRCS and/or the RCA.

### **Insurance**

1. Groups unaffiliated with FRCS or the RCA who are granted the use of Brink Hall, the kitchen, or the Sanctuary must provide a certificate of insurance naming First Reformed Church of Scotia an additional interest insured on the user's property damage and liability insurance. The amount of the coverage must be at least \$1,000,000. The certificate must be brought or mailed to the church office at least one week prior to use.
2. This requirement may be waived for weddings or funerals.

### **Use of the Kitchen/Coffee Station**

1. The kitchen is available to warm, prepare and serve food. All food items must be removed at the conclusion of the event.
2. Coffee Station: The coffee makers, air-pots and hot water pot are available for use during rental. We supply the coffee filters only. Renter must supply their own coffee, tea bags, creamers, and sugars. Instructions on how to use coffee makers are above each one.
3. No fee will be charged for any casual use of the kitchen, i.e. use that does not involve cooking and preparing food. Warming already-prepared food in the oven is allowed.
4. A fee will be required for any other use of the kitchen or its equipment.
5. The dishwasher is not available for use UNLESS a paid, trained head dishwasher is arranged for.

The head dishwasher will ensure that:

- a. Guidelines on the use of equipment are understood and followed.
- b. Safety and cleanliness guidelines are followed.
- c. Responsibility for cleaning-up is clearly understood.

### **General Rules**

1. Time allowed for decorating and set-up is considered a courtesy beyond the rental period and may be done prior to the beginning of the event provided there is no other conflict in scheduling, and it is cleared through by the Church Manager

Decorations may not be affixed in any way that would deface room surfaces and are to be removed at the completion of the event. Use of duct tape is expressly prohibited. You may not use nails, screws, or tacks on walls, on the ceiling, or on the furnishings. Neither may you use tape on any window or walls. If tape is used on tables or chairs, all tape must be removed at the completion of the rental period.

Rental includes the use of tables and chairs already in Brink Hall. The renter is responsible for table set-up and arrangement and at the end of the event all furniture is to be placed back as originally found. No furniture shall be removed from the facility at any time. Tables must not be situated in any way that would block a fire exit.

If you or your group are unable to physically do so, you may hire our custodial staff for additional compensation. That amount will be determined based upon your set-up needs.

2. Children attending events must always be under the direct supervision of an adult eighteen years of age or older. No child shall be left alone with any non-relative in the church building at any time.

3. The following substances are expressly prohibited inside our building and on our grounds:
  - All Tobacco Products (Smoking, Vaping, Chewing)
  - Alcohol
  - Cannabis
  - All illegal substances
4. You must keep our building and grounds clean and orderly. Treat our facilities as though they were your own home. Wipe down tables/counters, sweep or mop up spills. If you use something, please put it back where you found it. All garbage and recycling must be gathered and placed by the door in the kitchen that leads to our garbage room.
5. You must report any damage or mechanical malfunctions to the office or any available church staff member as soon as possible.
6. All items brought into the space must be removed at the end of your rented time, with exception of back-to-back days booked in the same room, with no other bookings later that day. There is no storage available for groups or individuals to leave any items, unless explicit written permission is given by the Church Manger. If items are left, the church has a right to dispose of them.
7. The phone in the foyer outside of Brink Hall is available to you for local calls only

## Schedule of Fees

Location	Room Fee	Custodial Fees
<b>Brink Hall</b> Max: 300 ppl lecture style 200 ppl dinner style	\$400 (4 hour time block) Each add. hr = \$100/hr	\$125 +\$25 for after-hours opening or closing
<b>Kitchen</b> <i>(Kitchen cannot be rented                      independently of the Hall)</i>	\$150 (4 hour time block) Each add. hr = \$50/hr	\$125 +\$25 for after-hours opening or closing
<b>Other rooms - Weekdays</b> Max: 10-20 ppl	\$40	+\$25 for after-hours opening or closing
<b>Other rooms – Weekends</b> Max: 10-20 ppl	\$100	+\$25 for after-hours opening or closing
<b>Sanctuary - non-member                      funerals or concert rehearsals</b> Max: 300 ppl	\$300 (4-hour time block) Each add. hr = \$75/hr	\$150 +\$25 for after-hours opening or closing
<b>Sanctuary - non-member                      weddings</b> Max: 300 ppl	\$400 (4-hour time block) Each add. hr = \$100/hr	\$200 +\$25 for after-hours opening or closing
<b>Sanctuary - concerts</b> Max: 300 ppl	\$350 (Feb. to Nov.) \$500 (Dec. to Feb.) (4-hour time block) Each add. hr = \$100/hr	\$175 +\$25 for after-hours opening or closing
<b>Childcare Rooms</b> <i>(with another event) 2 rooms,                      connected by a bathroom</i>	\$50 (4-hour time block) Each add. hr = \$20/hr	+ 2 authorized childcare employees (2 hr minimum) at \$25/hr each
Projector & Screen	\$50	+ Audio Eng. @ \$25/hr
Media Cart (32" TV/DVD/BluRay)	\$10	
Sound System & Equipment	\$20	+ Audio Engineer @ \$25/hr
Church Dishes	\$25	+ Dishwasher @ \$25/hr

Date of Application: \_\_\_\_\_

Date of Approval: \_\_\_\_\_

**Building and Grounds Use Application**  
**First Reformed Church of Scotia**  
**224 N. Ballston Ave., Scotia, NY 12302-2599**  
**(518) 370-4751**

Requested Date(s): \_\_\_\_\_ Requested Time: From: \_\_\_\_\_ To: \_\_\_\_\_

Organization or Individual Making Request: \_\_\_\_\_

Activity: \_\_\_\_\_ Number Expected: \_\_\_\_\_

Individual Responsible: \_\_\_\_\_ Phone No: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

Room(s) Needed: \_\_\_\_\_

Fee(s): \_\_\_\_\_

Custodial Fee(s): \_\_\_\_\_

Equipment/Other: \_\_\_\_\_ Fee(s): \_\_\_\_\_

Total Due: \_\_\_\_\_

Date Paid: \_\_\_\_\_

Groups unaffiliated with First Reformed Church of Scotia or the Reformed Church in America using Brink Hall, the kitchen or the sanctuary must provide a certificate of insurance naming First Reformed Church of Scotia as an additional interest insured (\$1,000,000 minimum) at least one week prior to use.

Date Received: \_\_\_\_\_

I/we will abide by the rules and policies of First Reformed Church of Scotia including, but not limited to:

1. I/we will not use nails, screws, tacks, tape or duct tape on walls, on the ceiling, on the windows or on the furnishings. If tape is used on tables or chairs, please remove all tape.
2. I/we will not remove any items or furniture belonging to FRCS from the facility at any time.
3. Children attending events must always be always under the direct supervision of an adult eighteen years of age or older. No child shall be left alone with any non-relative in the church building at any time.
4. The following substances are expressly prohibited inside our building and on our grounds:  
All Tobacco Products (Smoking, Vaping, Chewing), Alcohol, Cannabis, illegal substances of any kind
5. I/we will keep the buildings and grounds clean and orderly. Treat our facilities as though they were your own home. Wipe down tables/counters, sweep or mop up spills. If you use something, please put it back where you found it.
6. I/we report any damage or mechanical malfunctions to the office or any available church staff member as soon as possible.
7. I/we will remove all items brought into the space at the end of your rented time. FRCS does not allow for the storage of any items at our facility.

Renter's Signature: \_\_\_\_\_

Church Manager's Signature: \_\_\_\_\_

Name and Address of Caterer (if used): \_\_\_\_\_