

FIRST REFORMED CHURCH OF SCOTIA

BUILDING USE POLICY

Revised: January 18, 2025 to take effect on February 1, 2025

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 and to groups affiliated with the Reformed Church in America. We may also make them available to other ecumenical, cultural, civic or community organizations as guided by our Congregation's Covenant.
2. We may make our church's buildings 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, upon review of application by the administration and/or Consistory.
3. We may make our church's buildings and grounds available to either commercial or private organizations for activities conducted for profit, upon review of application by the administration and/or Consistory.
4. All events, activities, gatherings 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.

Scheduling

1. Individuals or groups wishing to use our building or grounds must make their request to the Office Manager during normal office hours or by emailing office@firstreformedscotia.org.
2. Individuals or groups wishing to use our building or grounds must complete and sign a Facility Use Authorization form.
3. 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.

Fees

1. Room use fees will be charged according to the Schedule of Fees set forth in this policy. The Pastor is authorized to reduce or waive these fees, as appropriate on a case by case basis.
2. A fee is required for openings and closings outside of the church's normal hours and for custodial services.
3. Groups sponsored by or associated with FRCS or the RCA will generally not be charged any room use or custodial fees.
4. Renters must pay half of the total rental fee upon approval of the Rental Agreement; the balance of the rental must 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 any rental request for any reason.
5. Discounts for recurring use are negotiable.

Use of the Kitchen, Coffee Station & Dishwasher

1. The kitchen is available to warm pre-prepared food without a fee. All food items must be removed at the conclusion of the event.
2. 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.
3. The use of our dishwasher is not available for use unless a paid, trained individual is arranged for in advance who will ensure guidelines for the use of the dishwasher are understood and followed and safety and cleanliness guidelines are followed.

General Rules, Guidelines & Regulations

1. Decorating and set-up may be done prior to the beginning of the event provided there is no other conflict in scheduling, and it is cleared through the Church office.

Decorations may not be affixed in any way that would deface room surfaces and are to be removed immediately 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 by 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
 - Alcohol
 - Cannabis
 - All illegal substances
4. The building and grounds must be kept clean and orderly. All garbage and recycling must be gathered and placed by the door in the kitchen that leads to our garbage room.
5. All damage and mechanical issues must be reported to a church staff member as soon as possible.
6. All items brought into the space must be immediately 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. Storage is not available for any groups or individuals to leave items beyond rented time. If items are left, the church has the right to dispose of them.
7. The phone in the foyer outside of Brink Hall and in the kitchen are available for local calls only.

Schedule of Fees

	Room Fee	Custodial and Additional Fees
Brink Hall Maximum Occupancy: 300 lecture style 200 dinner style	\$400	\$125 +\$25 for after-hours opening or closing
Kitchen	\$150	\$125 +\$25 for after-hours opening or closing
Sanctuary: Rehearsals Maximum Occupancy: 300	\$200	\$125 +\$25 for after-hours opening or closing
Sanctuary: Concerts Maximum Occupancy: 300	March through November \$350 December through February \$500	\$200 +\$25 for after-hours opening or closing
Sanctuary: Weddings Maximum Occupancy: 300	\$400	\$200 +\$25 for after-hours opening or closing
Other Rooms Maximum Occupancy: 10-20	\$40	\$25 for after-hours opening or closing
Childcare Rooms (with another event)		2 authorized childcare employees (2 hr minimum) @ \$25/hr each
Projector & Screen		Audio Engineer @ \$25/hr
Sound System (speakers, microphones)		Audio Engineer @ \$25/hr
Church Dishes		Dishwasher @ \$25/hr

Date of Application: _____

Date of Approval: _____

Facility Use Authorization
First Reformed Church of Scotia
224 N. Ballston Ave., Scotia, NY 12302
(518) 370-4751

Requested Date(s): _____ Requested Time: From: _____ To: _____

Requestee: _____ Phone No: _____

Mailing Address: _____ Email: _____

Organization Representing (if applicable): _____

Activity/Event: _____ Number Expected: _____

Room(s) Requested: _____

Room Use Fee(s): _____

Custodial Fee(s): _____

Equipment/Personnel Needed: _____

Additional Fee(s): _____

Total Due: _____

Date Paid: _____

Groups unaffiliated with First Reformed Church 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 all 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, it will be removed immediately following the event.
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. I/we will not allow or permit any of the following substances inside the building or on our grounds: Tobacco Products, Alcohol, Cannabis, illegal substances of any kind.
5. I/we will keep the building and grounds clean and orderly.
6. I/we will report any damage or mechanical issues to a church staff member as soon as possible.
7. I/we will remove all items brought into the space at the end of the rented time.

Signature: _____

Date: _____

Church Representative: _____ Position: _____