

HOUGHTON WESLEYAN CHURCH

# Application for Use of Church Facilities

Applicant \_\_\_\_\_ Phone/E-mail \_\_\_\_\_

Address \_\_\_\_\_

Desired Date \_\_\_\_\_ Time \_\_\_\_\_

Is this event charging an admission fee? \_\_\_\_yes \_\_\_\_no ("yes" requires Trustee approval)

Person in charge of clean up \_\_\_\_\_ Phone \_\_\_\_\_

Sound system needed? \_\_\_\_yes \_\_\_\_no Candles? \_\_\_\_yes \_\_\_\_no

Adult supervisor/advisor \_\_\_\_\_ Phone/E-mail \_\_\_\_\_

Facilities desired--NOTE: The "Fellowship Room" is the upper level of the Community Room; the "Gym" is the lower level of the Community Room (please check all applicable):

\_\_\_\_ Church sanctuary \_\_\_\_\_ Gym \_\_\_\_\_ Fellowship Room

\_\_\_\_ Fireplace \_\_\_\_\_ Kitchen

\_\_\_\_ Nursery (applicant provides two caregivers, one over age 21 and one over age 18)

\_\_\_\_ Other (specify) \_\_\_\_\_

## FEEES FOR NON-CHURCH SOCIAL ACTIVITIES:

### I. Members and affiliates (regular attendees)

Sanctuary	Donation to church suggested
Fellowship Room	Donation to church suggested
Gym	Donation to church suggested
Kitchen	\$50 (deposit)

\*\*\*There will be an additional \$50 fee for the technician if sound equipment needed.

\*\*\*Kitchen use deposit will be returned if all is in good order. Please follow posted signs. Church custodian will assess the kitchen following event and make decision about the return of deposit. Even if event is catered, a deposit is required.

Note: Custodian is responsible for floor clean-up only.

\*\*\*All requests for sanctuary use must be presented to pastoral staff for prior approval.

### II. Non-members and non-affiliates

Sanctuary	\$150
Fellowship Room	\$ 50
Gym	\$ 50
Kitchen	\$100 (\$50 of the \$100 is a deposit)

\*\*\*There will be an additional \$50 fee for the technician if sound equipment needed.

\*\*\*Kitchen use deposit will be returned if all is in good order. Please follow posted signs. Church custodian will assess the kitchen following event and make decision about the return of deposit. Even if event is catered, a deposit is required.

Note: Custodian is responsible for floor clean-up only.

\*\*\*All requests for sanctuary use must be presented to pastoral staff for prior approval.

Please make checks payable to HOUGHTON WESLEYAN CHURCH

I understand the policies governing the use of the building and will take full responsibility for the care of the facilities.

Signed \_\_\_\_\_

Return by scanned document attached to email to:

[office@hwchurch.org](mailto:office@hwchurch.org)

or

Return by mail to:

Houghton Wesleyan Church / P.O. Box 127 / Houghton NY 14744

# general facility use policies

1. Regular church activities take precedence over special activities. Church-connected organizations have preference over non-church in scheduling. All activities outside of regular events must be scheduled with the church secretary.
2. The church and the church office are usually open from 8:00 a.m. until 5:00 p.m. Monday through Friday. Those planning activities during other hours are responsible to make arrangements for use.
3. Applications for use of the church facilities must be filed at the church office for all activities. Applications may be mailed to Houghton Wesleyan Church, P.O. Box 127, Houghton NY 14744 or scanned/emailed to [office@hwchurch.org](mailto:office@hwchurch.org). Church-connected organizations must clear the use of the building with the church office at (585) 567-2264 but do not need to file application.
4. The use of alcoholic beverages and tobacco is not allowed in any of the Houghton Wesleyan Church buildings.
5. A 50% deposit must accompany the application form; full payment is due to the church secretary one week before the function occurs. Only upon receipt of the application and deposit can the date and facilities to be used be confirmed.
6. FEES FOR NON-CHURCH ACTIVITIES (does not include weddings or wedding receptions): Use of our church facilities is encouraged as a means of strengthening relationships among family, friends, and community members. Please use the following information in planning for gatherings not directly connected with official church functions. NOTE: The Fellowship Room is the upper level of the Community Room; the Gym is the lower level of the Community Room.

## **A. Members and affiliates (regular attendees)**

Sanctuary.....Donation to church suggested  
Fellowship Room.....Donation to church suggested  
Gym.....Donation to church suggested  
Kitchen..... \$50 (deposit)

\*\*\*There will be an additional \$50 fee for the technician if sound equipment is needed for fellowship room or gym.

\*\*\*Kitchen use deposit will be returned if all is in good order. Please follow posted signs. Church custodian will assess the kitchen following event and make decision about the return of deposit. Even if event is catered, a deposit is required. Note: Custodian is responsible for floor clean-up only.

\*\*\*All requests for sanctuary use must be presented to pastoral staff for prior approval.

## **B. Non-members and non-affiliates**

Sanctuary.....\$150.00  
Fellowship Room.....\$50.00  
Gym.....\$50.00  
Kitchen..... \$100.00 (\$50 of the \$100 is a deposit)

\*\*\*There will be an additional \$50 fee for the technician if sound equipment is needed for fellowship room or gym.

\*\*\*Kitchen use deposit will be returned if all is in good order. Please follow posted signs. Church custodian will assess the kitchen following event and make decision about the return of deposit. Even if event is catered, a deposit is required. Note: Custodian is responsible for floor clean-up only.

\*\*\*All requests for sanctuary use must be presented to pastoral staff for prior approval.

**7.** Each group must have an adult advisor/sponsor in attendance. Each group is responsible for setting up and for cleaning up after its function. Individuals from the group must be designated (by name on the application) for set up and clean up and are **required to meet with the church custodian to discuss set up and clean up.**

a) Furniture, chairs, tables, etc., may be moved but must be returned to their original locations (Please carry tables; do not drag them across the floor.)

b) Floors are to be cleared of litter, dust mopped, and spills wet-mopped. Carpeted areas should be vacuumed. If a function occurs on Saturday, this is especially important because of Sunday activities.

c) Trash must be placed in clear plastic garbage bags (county regulations) and deposited in the dumpster at the rear of the church.

d) Each group must dispose of or remove from the church premises any leftover food. There is no storage facility available.

e) Each group must provide its own table coverings, napkins, place settings, decorations, etc.

f) No tape of any kind may be used to hang decorations, etc., on church sanctuary furniture. Masking tape only may be used to hang decorations on walls.

g) If candles are used in the church sanctuary, they must be purchased from the church, as only white, dripless candles are allowed. Dripcatcher discs **MUST** be used.

**8.** Turn out all lights before leaving the facilities.

**9.** Sunday School classrooms may be used only with approval from the church office.

**10.** All rooms must be left as found.

a) Art and handcraft materials and supplies must be supplied by each group. Sunday School supplies in the rooms are not to be used by other organizations.

b) Pianos must **NOT** be moved and no church instruments may be used without permission from the church office.

**11.** Nursery use follows the guidelines set forth in the Reducing the Risk policy, which requires a minimum of two caregivers to be present in the Nursery when it is in use: one individual must be over the age of 21 and one individual over the age of 18.

# Kitchen Protocol and Check-Sheet

We welcome you into the Houghton Wesleyan Church Kitchen.

We hope it is helpful for your event. Below are listed some requirements for its use making it a pleasant arrangement for the loan of our facilities, and providing continued service to others who will follow you.

There is a \$50 deposit for use of the kitchen, which may be waived for our own church groups and HWC members who regularly use the Kitchen.

Your deposit will be returned when the items in the check list below have been accomplished, as shown by your initials in the box by the item:

1. All dishes, utensils, and pots and pans (which you used) were cleaned thoroughly, wiped dry, and returned to their appropriate storage areas.
2. Follow instructions for Bunn Coffee Maker. Remember to empty coffee grounds basket.
3. All food was removed from the premises or arrangements made to have food disposed of. Label food intended for Food Pantry. Please state who is responsible for disposing of food left behind and when: Who (by full name) \_\_\_\_\_ Telephone for this person \_\_\_\_\_. By when food will be removed\_\_\_\_\_.
4. All counters and fronts of cabinets were wiped off. If stove was used, stove top and ovens must be wiped clean. No abrasives are to be used on counters and stove top/griddle. Stove and ovens were turned off.
5. Dish Towels. If the church towels were used, they were laundered and returned to the storage drawer.
6. The floor was swept and mopped.
7. All garbage was placed in closed bags and deposited in the dumpster at the back of the church parking lot.

When the check list is completed, you can turn it in to the Administrative Assistant in the Church Office for refund of your deposit.

If you have suggestions for us about the Kitchen or this protocol, please write them on the bottom of this form. Thanks.

The Church Kitchen Committee

