THE UNITED PRESBYTERIAN CHURCH, HORNELL, NY

150 Main Street Hornell, NY 14843-0306

607-324-0755

[www.presbyhornell.org](http://www.presbyhornell.org)

**Thank you for your interest in using our beautiful facility! Here is some information regarding our facility. Please review it before submitting the attached Building Use Application. Ordinarily we allow a minimum of one week to process your request.**

The Building Use Committee or the Session must approve all applications. The church reserves the right to allow or refuse the use of its facilities to anyone for any reason. Please remember that this is a religious facility and should be treated as such. Smoking and alcohol are not permitted on the grounds.

**BUILDING USE AGREEMENT – SMALL GROUPS (25 OR FEWER)**

**SECURITY DEPOSIT**

A mandatory $25 security deposit for the use of the sanctuary or the dining room with kitchen must be paid at least one week before the date of use. Members of the church and non-profit groups are exempt. This security deposit will be returned upon inspection of the property and satisfactory disposition of any damage claim or cleanup charges. Failure to report to church personnel any damage when it occurs may result in forfeiture of the deposit, in addition to payment for the damage.

**FACILITY COSTS** – Members and non-profit groups are exempt. however, a yearly onetime fee of $25 will be requested for non-profit events.

Dining Room with Kitchen: $75

All other rooms: $25

(Sliding scale for small groups will be negotiated.)

**BUILDING USE AGREEMENT – LARGE GROUPS (MORE THAN 25)**

**SECURITY DEPOSIT**

A mandatory $100 security deposit for the use of the sanctuary or the dining room with kitchen must be paid at least one week before the date of use. Members of the church and non-profit groups are exempt. This security deposit will be returned upon inspection of the property and satisfactory disposition of any damage claim or cleanup charges. Failure to report to church personnel any damage when it occurs may result in forfeiture of the deposit, in addition to payment for the damage.

**FACILITY COSTS** – Members and non-profit groups are exempt. however, a yearly onetime fee of $25 will be requested for non-profit events.

Sanctuary: $175

Dining Room or Great Room with Kitchen: $175

Dining Room or Great Room w/o Kitchen: $75

All other rooms: $50

**CLEANUP**

The facilities must be left in the same condition in which they were found. It is the responsibility of the person or organization, not the church, to do all cleanup and trash removal. All trash is to be taken from the premises by the user. Any charges for cleanup or trash removal necessary by the church will be taken from the security deposit. The amount decided upon for this includes the time and expense incurred by the church for cleanup.

**KEY HOLDER**

I realize that security of the church property is an important matter and the use of the church key is a responsibility. Further, I recognize that violating the trust placed in me by virtue of having a key could result in loss to the church.

 With this in mind, **I HEREBY AGREE THAT:**

1. I will not hold meetings, practices, or events in church facilities without first completing a “Building Use Application Form” and receiving written approval.
2. I will not borrow or take any equipment, tables or chairs out of a building.
3. I will not loan out my key to any other person.
4. I will not copy or permit others to make copies of any church key issued to me.
5. I will not reassign keys checked out to me, but will turn my keys into the secretary for reassignment.
6. I will return any keys to the secretary as soon as I no longer serve in the capacity that permitted me to have them issued to me initially.
7. I will not mark, tag, or identify any key entrusted to me in a way that would disclose the use of the key to others in the event that it is lost or stolen.
8. I will report promptly to the church office (607-324-0755) the loss of any key and will do everything possible to find it.
9. When I exit the building, I agree to check the outside door prior to leaving to insure it is locked.
10. I will sign the application form acknowledging I understand my responsibility as a key holder.

All groups completing an application shall be given a copy of these policies and a floor plan of the church indicating the locations of fire exits and fire extinguishers.

Approved by Session 6/15/21