

## Lyall Memorial Federated Church

### **Facilities Use and Rental Policy** **Basic Policy: Revised May 15, 2018**

1. Church facilities are available for use by non-profit and proprietary (profit-making) organizations by approval of the Board of Trustees. The Board of Trustees should approve any contract or leasing agreement beyond the scope of our standard "Building Use" form. Church facilities are not available to political groups.
2. Church Use and Rental Policy cannot conflict with church service or regular church programs.
3. The chairperson of the Board of Trustees may approve exceptions to the Church Use and Rental Policy. Information regarding the exception must be inserted into the minutes of the next regularly scheduled meeting of the Board of Trustees.
4. Trustees retain the authority to adjust rental rates and policies on a case-by-case basis as deemed necessary in the best interests of the church.
5. Application for Facilities Use should be submitted no less than a month in advance (for large groups, 21 or more attendees), when possible.
6. Checks should be made out to the church and sent at least two weeks in advance to: Lyall Memorial Federated Church, PO Box 426, Millbrook, NY 12545. *A reservation will be considered completed only after a deposit is received in the full amount.*
7. All items and rooms must be left in the same condition as found. This includes room set up, cleaning of surfaces, floors and equipment. Use of alcoholic beverages are not permitted in any of the church rooms. Use of the fireplace is also prohibited without express Trustee permission noted on Building Use Request form.
8. The Board of Trustees may waive fees on a case-by-case basis. Free-will offerings are gratefully accepted and tax receipts will be issued upon request.
9. The church Treasurer will insure each renting person / group is advised of their respective fees due.
10. All church-sponsored activities will not incur any rental fees.
11. Meals-on-Wheels will continue to be allowed to use our facility without rental fees.
12. Any event involving children or youth must abide by our Youth Policy.

**Rental Fees:** These fees help to cover our costs for heat, A/C, electricity, & general cleaning. Groups and individuals are still expected to clean up the areas and equipment used.

|   | <b>ONE TIME USE</b><br>(2 – 4 hours)                    |              | <b>MULTIPLE TIME USE</b><br>(1-2 hours each) |
|---|---|--------------|--|
| Rooms to be used :                                    | Members:  | Non-Members: | Approved Groups:                             |
| Sanctuary   | \$100   | \$400        | n/a  |
| Sanctuary (funerals)                                  | \$ 0  | \$125        | n/a  |
| Large Room(s)- any one: Assembly, Social or Gathering | \$25  | \$100        | \$20 each use                                |
| Kitchen Cooking*                                      | \$10  | \$40         | \$10 each use                                |
| Library   | \$10  | \$40         | \$10 each use                                |
| Classroom (any)                                       | \$10  | \$40         | \$10 each use                                |
| Sexton  | \$75  | \$100        | n/a  |
| <i>Utilities surcharge</i>                            | \$10/hour   | \$20/hour    | n/a  |
|   | (hourly rate for each hour beyond maximum listed above) |              |  |

**\*NOTE:** Kitchen Equipment – You may use kitchen for general cleanup and for making coffee/tea (please provide your own) without any fee.

Church members may rent the following items for use off church grounds. Please fill out the “Application for Use of Facilities or Equipment” Form.

- OLD metal chairs \$1.00/day (stored in Assembly room)
- EZ UP tarp \$5/day (stored in closet with door to outside).