



**FACILITIES RESERVATION FORM**

(Revised August 2012)

**Non-Church Related Rental:**

Event Title / If SCC Sponsorship, Sponsor's Name:

\* For Private Rentals, please contact the Church Office Staff, or the Trustee of Office Administration for rates. An additional custodian fee may apply.

**Church Related Rental:**

Event Title and Committee

**Contact Information**

Contact Person / Name

Company / Organization

For Non-Profits: please indicate Tax Exempt Number

Billing Name

Telephone (Main/Home)

Alternate Phone/Cell (c)

Email Address

Address: Street Address, Apt #,

City

State

Zip Code

**Rental**

Date(s) for multiple dates, please attach list of all dates and times

Expected Attendance

Arrival time at facility

Departure time from facility

Event Start Time

Event End Time

**TYPE OF EVENT**

- Meeting       Reception       Luncheon       Entertainment       Tea / Coffee       Dinner  
 Other \_\_\_\_\_ **Check one:**  Food/drinks will be served     Food/drinks will not be served

**ROOM(S):**

- Boynton       Kitchenette       Carret       Youth       Cunningham       Classroom: # \_\_\_\_\_  
 Dyckman Hall       Large Hall Kitchen       \*Stage needed       Other \_\_\_\_\_  
*(\*If Stage Area is needed, please contact the office for availability)*

**FOR SET-UP ARRANGEMENTS PLEASE REFER TO OUR OVERVIEW OF POSSIBLE SET-UPS.**

**EQUIPMENT:** Please check if needed or indicate amount needed, as applicable. (\*Items are subject to approval)

Tables (30x72): # \_\_\_\_\_ Card Tables: # \_\_\_\_\_ Chairs: # \_\_\_\_\_  
 Lectern     \*Microphone(s): (Dyckman Hall only) # \_\_\_\_\_     \*Piano  
 \*Projector Screen     \*TV/VCR/DVR     Dry Erase

\*Punch Bowl/Cups     \*Paper Goods     \*China/Silver  
 Ovens/Stoves     \*Coffeemakers/Urns  
 \*Other: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Date received: \_\_\_\_/\_\_\_\_/\_\_\_\_ Office Approved: \_\_\_\_\_ Rental Rate: \$ \_\_\_\_\_

Rental in effect from: \_\_\_\_/\_\_\_\_/\_\_\_\_ to : \_\_\_\_/\_\_\_\_/\_\_\_\_  Insurance Form received - Expires: \_\_\_\_/\_\_\_\_/\_\_\_\_

Set-up required and needed by: \_\_\_\_\_  Stage Required      Stage clearing fee: \$ \_\_\_\_\_

Additional Custodial Support Required From \_\_\_\_\_ To \_\_\_\_\_ TTL Hours: \_\_\_\_\_ Amount to be paid \$ \_\_\_\_\_

Name: \_\_\_\_\_ Custodian On-site fee (may incl. set-up/tear-down): \$ \_\_\_\_\_

Facility Maintenance Fee: (when serving food): \$ \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

**CAPACITY REGULATIONS:**

- DYCKMAN HALL: Maximum: 300 seated in rows; 160 at tables (20 tables of 8).
- BOYNTON ROOM: 60 at a standing reception; 40 seated. *\*Full meals are not served in this room, however the kitchenette is available for tea/coffee and light refreshments.*
- CUNNINGHAM COMMUNITY ROOM: Seats 60 for meetings.
- CARRET ROOM: Seats 12 for small meetings
- CLASSROOMS/OTHER ROOMS: Suitable for small groups; depending on size of room - maximum of 20 persons.
- PARKING LOT: Parking for 125 cars (2 lots, some street parking).
- SANCTUARY: For information regarding the Sanctuary or Eastman Chapel, call the Church Office, (914) 723-2111

**ROOM RATES** vary by room, please call the Church Office for further information. An additional Custodian Fee of “\$20.00 per hour” may be applied to all meetings/ events hosted after 4:00 pm Monday-Friday, all-day Saturday or Sunday. **A 10% Deposit will be required at time of booking to hold the room(s).**

**CUSTODIAL SERVICES:** Events requiring special and/or extra custodial services, beyond the regular custodial schedule, may require an additional fee and are based on the time, day, location, and nature of event. If food will be served at the event a mandatory Facility Maintenance fee will be incurred. All applicable fees will be quoted after custodial support assessment recommended by the Facilities Manager and approved by a Trustee.

**INSURANCE:** It is REQUIRED for users of our facilities to furnish the Church with a Certificate of Insurance, with the Scarsdale Congregational Church named as an “Additional Insured”. (Please attach a copy of the Certificate of Insurance)

Carrier: \_\_\_\_\_ Policy #: \_\_\_\_\_ Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**RULES & REGULATIONS:** We require that every group using the property read, understand and abide by the SCC “Use of Facilities Policies & Regulations,” available in the Church Office. While the S.C.C. will do its best to ensure your reservation, the Church reserves the right to use any or all rooms and facilities at any time. Any questions you may have may be directed to the Church Office Staff, or to the Trustee of Office Administration.

**WAIVER OF LIABILITY:** To the fullest extent permitted by law, the Company/Organization shall indemnify, protect and defend and hold SCC harmless for any and all negligent acts of the Company/Organization, its employees, agents or anyone else using the site pursuant to the Agreement. The Company/Organization shall indemnify, protect and defend SCC from all claims, actions, suits, judgments, reasonable expenses, reasonable attorney’s fees, reasonable defense costs or reasonable costs or expenses of any nature arising from Company’s/Organization’s use of Site, other than those arising from SCC’s gross negligence or willful misconduct.

I have read and agree to abide by the rules and regulations for the use of the facilities of the Scarsdale Congregational Church as approved by the General Board and Trustees of the S.C.C. (7/2012).

**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_