

USE OF FACILITIES POLICIES AND REGULATIONS

(Updated October 2015)

The Scarsdale Congregational Church (SCC) recognizes that it is mutually beneficial to permit the use of church facilities for appropriate community purposes. It is the policy of the SCC that its buildings, when not in use for church purposes, may be used for philanthropic, religious, educational, civic and other worthwhile purposes. All SCC facility users are asked to carefully read and abide by the following facility policies:

GENERAL POLICIES

- **The property must be left in neat and clean order. Any supplies, signs, leftover food and beverages must be removed immediately or they will be discarded.**
- SCC is not responsible for any items brought into our facilities by either outside or church-related groups.
- Church property shall not be borrowed for use off of church property, without approval of the Trustee of Office Administration.
- Nothing shall be affixed to the walls, curtains or doorways in any building.
- Furniture or other equipment may not be moved or rearranged without permission.
- There is no smoking allowed on SCC property.
- For events that serve alcohol, please request to see the policy for serving alcohol at the Scarsdale Congregational Church.
- Any incident or accident on church property must be immediately reported to the church office.
- Inappropriate uses of facilities include, but are not limited to:
 - partisan political fund-raisers
 - raffles and games of chance
 - sale of alcoholic beverages
 - private parties by persons not allowed to vote at SCC corporate meetings or for non-Trustee sponsored/approved events
 - uses forbidden or contrary to pertinent laws and regulations.

RESERVATION POLICIES

- A Facilities Reservation form (aka Blue Sheet) must be completed and filed with the Church Office Staff at least two weeks preceding the event. A Facilities Reservation form is required for every group, whether church-related or not, and will put a temporary hold on the space. Once a trustee approves the Facilities Reservation form, the room reservation is complete.
- All facility usage by non-church groups is at the church's discretion and may be revoked at any time.
- The person signing the Facilities Reservation form is the sponsor and is responsible for insuring that the group abides by all SCC facilities policies. In addition, the sponsor is responsible for the conduct of the group, for the payment of all fees, and for reimbursement of any damages to church property. For non-church use of facilities, the sponsor needs to be an officer of the applying organization.

PUBLICITY

- Publicity for church and non-church groups must include SCC's full name and address.

FACILITIES RATES/DEPOSITS

- Non-church groups are required to leave a deposit of \$50 when making a reservation. This deposit will be applied to the cost of use, or returned after inspection indicates that the space used was left in appropriate condition. Groups will be held responsible for any damage to church facilities made during or as a result of their use.
- The SCC Facilities fee schedule summarizes fees for the use of rooms by non-SCC organizations. The fees include charges for normal custodial services. There will be no exceptions to these fees without approval of the Trustee of Office Administration for one time usage, or the Board of Trustees for more frequent usage.
- For events requiring special and/or extra custodial services, an incremental fee may be required, which will be recommended by the Facilities Manager and approved by a Trustee.

INSURANCE

- A Certificate of Insurance is required for non-church groups. Specifically, we require:
 - A current Accord 25-S Certificate of Insurance evidencing General Liability with limits of \$1 million per occurrence and \$2 million general aggregate. In addition, we require Excess/Umbrella Liability with limits of \$2 million per occurrence/aggregate or Worker's Compensation and Employers' Liability with limits of \$1 million/ \$1 million.

- The certificate should name The Scarsdale Congregational Church as Additional Insured, and the church's name and address should appear as Certificate Holder. In addition, 30 days notice is required for cancellation.
- The insurance must be provided by an insurer licensed to do business in New York State, with a Best rating of A-/7 or better. You can check insurers' ratings at ambest.com.
- Certain non-church groups may receive a special designation from SCC's Outreach Committee or Trustee of Office Administration which allows for less stringent insurance requirements. Please inquire at the church office for questions on these procedures.

CUSTODIAL SERVICES

- A custodian generally does not need to be present during meetings or classes for either church or non-church users. The custodian will do set-up for such groups as detailed on the Facilities Reservation form. Each group is expected to police itself by cleaning-up and leaving the room the way it was found.
- A custodian must be present for any event, such as a party, reception, lecture, service or public meeting. It is possible to waive custodial services if a church member is present at the event, and that church member agrees to perform all necessary custodial chores, set-up, clean-up, lock-up and general support. The Facilities Manager should be contacted for special requests and/or questions relating to custodial services.

REGARDING PARTICULAR ROOMS

Sanctuary or Chapel for Religious Purposes: must be discussed with and approved by Worship and Music Committee, in consultation with the minister.

Boynton Room: is restricted to 60 people, or 40 people seated. No platform for speakers may be installed. No red or purple beverages are allowed.

Dyckman Hall: is restricted to 300 people, or 160 people seated at tables.

Carret Room: is only available for official SCC meetings

Kitchens:

- Any group using the kitchens must provide their own containers in which to put leftover food. All leftover food and beverages (including bottles and cans) must be removed at the end of the event.
- The kitchen must be clean at the end of the event, and all equipment must be washed, dried and returned to its proper place. No equipment shall be taken from the kitchens. Any breakage should be reported promptly to the church office.
- The green glass dishes and Bavarian China in the kitchenette off the Boynton Room are to be used for church-related functions only.

MUSICAL INSTRUMENTS

- Use of the church organ and the pianos in the sanctuary, choir room, Dyckman Hall and the Boynton Room shall be permitted only with the approval of the SCC Music Director and Organist.
- The pianos in the Boynton Room and Dyckman Hall are locked except when in use as authorized. Nothing should be placed on top of the pianos.

PARKING AND ACCESS:

- Handicapped parking is available on the north side of the sanctuary and the Parish House and in the front of the main parking lot.
- The sanctuary and upper level of the Parish House are handicapped accessible.

NON-DISCRIMINATION

It is SCC's policy, in its employment practices, procedures and facilities usage, not to discriminate with regard to age, gender, sexual orientation, race, color, national origin, religious affiliation or physical handicap. Groups sharing the use of its facilities are asked to affirm a similar commitment.