

Facility Use Request

Submit this completed Request to the Schoharie Reformed Church (SRC). When necessary, the SRC's Consistory will review. Once determination is made, the contact person will be notified and the event added to the calendar.

- Fellowship Hall (Church basement)
 Sanctuary (Church main floor)
 Heritage House 1st floor (3 rooms, kitchen)
 Heritage House 2nd floor (small meeting room)
 Other _____

Individual/Organization/Business name _____

Reason/Usage/Event (name and description) _____

Proposed Date/Day _____	Start Time _____	End Time _____
One-time or regular repeating event? _____		Estimated attendance _____

Will attendees be charged a fee or admission? _____

Contact person name _____

phone _____ email _____

Any special needs _____

SRC Use Policy/Expectations

Fees - Generally there is no charge to use our facilities. Donations, however, are always accepted.

Set-Up – User is responsible to set up the space themselves and, when done, return it to the same condition they found it.

Cleaning – User is responsible to clean up any dirty situations they create. If necessary, we can provide a professional cleaner (at her hourly rate).

Trash – If trash can(s) is full, user is responsible to place tied bags in the dumpster (rear of parking lot). Extra bags are under the sink.

Smoking – Smoking is allowed outside only (not near playground).

Keys – Unlocking/locking doors will be determined and coordinated. If a key is provided, the user is responsible to lock the door(s) when done. The key cannot be copied.

Heat & Lights – When leaving, user is responsible to turn down the thermostat and turn off all lights.

Insurance – The SRC is insured. Businesses may need to provide certificate of insurance.