



## FACILITIES USE GUIDELINES AND AGREEMENT

® Building use activities fall under the oversight of the Building and Grounds Team. Requests for building use are managed through the church office and must be sponsored by a church member. No commitment for building use is finalized until the Facilities Use Agreement has been approved and executed through the church office. When possible we will attempt to make our facilities available to local organizations and individuals for one-time or short-term usage, but our first priority is to congregation programs and membership needs. Priority is then given to community groups that are supported by our church and finally to other community groups.

No activities or advocacy may take place within the congregation, its buildings or grounds that conflict with the practices of this congregation and the RCA. So that all church members and community groups can enjoy our facilities, we ask that you follow this guide and sign and return the Facilities Use Agreement and Release Form. A copy of the form will be returned to you once approved.

Included in this guide are the following:

- Rules and Regulations
- Facilities Use Agreement and
- Building Use Waiver and Release of Liability Form

### STEPS TO FACILITIES USE SCHEDULING

- Read, sign, and return the Facilities Use Agreement
- Complete Building Use Waiver and Release of Liability Form — applies to groups not affiliated with Abbe Reformed Church
- Proof of insurance — where applicable

## FACILITIES USE RULES AND REGULATIONS

1. RESERVATION TIME — All applicants must contact the Head Deacon to reserve dates. The reserved room/space may not be used before or after the approved time slot, even if there are no other reservations before or after your reserved time. Only reserved rooms may be used the day of reservation. Non-church related events may not be scheduled more than two months in advance. No reservation will be made and no access will be granted until an executed Facilities Use Agreement is returned with proof of insurance as applicable.
2. PERMISSION GRANTED — The Building and Grounds Team along with Consistory reserved the right to make the final decisions on the use of the facilities.
3. SPONSOR — All use of the facilities must be sponsored by a Church member.
4. CHURCH PROPERTY — Church property will not be loaned, borrowed, or removed from church premises without prior permission from the Building and Grounds Team. Church property such as chairs, tables, tablecloths, etc. may be used when using the facilities under the rules herein.
5. FACILITY CARE — The church area used by your group must be left clean and orderly with church furniture and property returned to its designated place.
6. KITCHEN RULES — Kitchen use must be specifically requested and authorized prior to your event. It must also be left clean and orderly after use. Garbage and trash must be bagged and disposed of in the appropriate location. Church supplies are not to be used except by church sponsored activities.
7. PIANO AND ORGAN USE — Permission to use the pianos, organ, hand bells, or other church owned instruments must be granted by the Music Director. Pianos and/or organ should not be moved except by permission from the Music Director.
8. SANCTUARY SOUND SYSTEM — The Sanctuary sound system is available for use upon request. The system must be operated by trained congregation members or by individuals pre-approved by the Technology Leader. No other equipment may be attached to the church sound system without prior approval.
9. NO SMOKING AND NO ALCOHOL USE ALLOWED — All members of all groups using our facilities shall abide at all times by a “no smoking” rule in all parts of the building, including corridors, restrooms, and parking lots. Alcohol consumption is not allowed on the congregation property, including all buildings and outdoor areas.
10. BUILDING USE — All groups agree that they will ensure that all event participants leave the building after the event.
11. SUPERVISION OF CHILDREN AND YOUTH — The congregation seeks to provide a safe environment for children and youth. All users of the facilities are expected to follow the guidelines of this policy including the following:
  - No fewer than two adults should be present at all times during any program or event involving children.

- Adult supervision is required at all times both inside and outside of the church property including the parking lot.
  - Children and/or siblings of group members must stay with the group or under the care of additional adult supervisors.
  - All children are to remain in the Fellowship Hall unless granted special permission by the Buildings and Grounds Team.
12. FOOD AND DRINK — Food and drink should be limited to designated areas. No food or drink is allowed in the Sanctuary. Anyone using the church property is responsible for cleaning after each use -- both inside and outside. If a private catering service is used for the event, the caterer must furnish all equipment (e.g. dishes, silver, table cloths, etc.) and remove immediately after the event. Storing of catering equipment is not permitted.
13. DECORATIONS — Decorations may not be attached to the walls or doors with tape or anything that will damage the surface. Approval from the Building and Grounds Committee is required before for adhering anything to the walls or ceiling. All decorations must be removed immediately and completely following the event.
14. EMERGENCY SCHEDULING CONFLICTS — The congregation reserves the right to pre-empt any facilities use agreement in cases of emergencies, such as funerals. Notice will be provided as early as possible.
15. STORAGE — Storage space is limited for organizations other than church groups. All organizations using the facilities will be responsible for storing accessories offsite unless prior arrangements have been made through the Building and Grounds Team.
16. BREAKAGE — All persons and/or groups using our facilities are expected to exercise reasonable care and judgment to prevent defacement, damage or breakage. The person(s) or group(s) signing the application for use shall be responsible for paying costs incurred by the church in cleaning, repairing, or otherwise refurbishing any part of the building and/or its furnishings and equipment. This applies to anything which, in the judgment of the Building and Grounds Team, has been carelessly or irresponsibly subjected to more than normal wear and tear by the person(s) or group(s) involved.
17. SECURITY — The congregation works to maintain a safe and secure environment within the facilities; however, no systems are foolproof. We ask that all users pay close attention to personal property and valuables and not leave them unattended. The RCA and congregation are not responsible for theft, loss or damage to personal property.
18. SAFETY — For the safety and security of congregation and guests, Abbe Church prohibits certain items from being brought into the church building, unless specific permission is granted by the Building and Grounds Team.
- Guns & Firearms
  - Martial Arts & Self Defense Items
  - Bows & Arrows
  - Explosive & Flammable Materials, Disabling Chemicals & Other Dangerous Items
19. MONEYMAKING — There be will no moneymaking activities in any part of the building other than the fellowship hall.

These facilities are provided by the generosity of Abbe Reformed Church and its congregation.  
*A donation for the use of the facilities would be greatly appreciated.*

I have read this Agreement to Use Abbe Reformed Church and agree that the following organization will follow the Facilities Use Rules and Regulations.

Name of Organization  
(as applicable): \_\_\_\_\_

Name (please print): \_\_\_\_\_

Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Sponsor's Name (if not member): \_\_\_\_\_

Sponsor's Phone Number: \_\_\_\_\_

Proof of Insurance: Insurance Co.: \_\_\_\_\_

Policy No.: \_\_\_\_\_

Agent / Phone No.: \_\_\_\_\_

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**Authorized By:**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_