



# Hopewell Reformed Church

## Facility Use Policy

(Revised Feb 2022)

### **I. Philosophy of Use:**

The property and facilities of the Hopewell Reformed Church should always be with the church's mission statement in mind, "To Know Christ and to make Him known". All church facility use by non-members must be ministry-related, and ALL events must not be for profit.

### **II. General Guidelines:**

- a. All requests should be made through the church office at least one month in advance of the event. HRC reserves the right to rescind or reassign any reserved space.
- b. All requestors should complete a Facility Use Application Form, obtained from the church office.
- c. All non-member requests must be sponsored by a church member, and indicated on the application form.
- d. Events that conflict with our mission statement will not be allowed.
- e. No alcohol, drugs, firearms or gambling are allowed in any church building or anywhere on church property.
- f. Smoking is prohibited in all church buildings at all times. Smoking is allowed outside, only in designated areas.
- g. All facility use is based on the condition that the premises are left in clean and working condition as they were found prior to any event or function. Leaving the facility in unkempt condition, incurring damage, or not securing the premises will be grounds for losing facility use privileges and/or incurring additional fees. Any damages to the facilities or equipment should be reported as soon as possible by calling the church office.
- h. If any decorations are used, they shall not be installed with nails, tacks or any other means that will leave holes or other damage to walls, etc.
- i. At the conclusion of the event, the requestor/sponsor is responsible for the following:
  1. Return the set-up of the room to the condition found upon arrival.
  2. Rooms shall be broom swept and any liquid spills shall be wiped up. If kitchens or kitchenettes were used, they shall be left in a clean condition. Broom and mops can be found in the Custodial Closet (one located on each floor)
  3. All leftover food, paper products, etc. shall be properly disposed of in trash bags and placed in the dumpsters in the Church parking lot
  4. All lights in room used, bathrooms, and hallways shall be turned off when leaving.
  5. All room doors and exterior doors (if group has key) shall be locked upon leaving.
  6. All decorations (if any) shall be taken down and properly disposed of.

**\*\*\*\*\*PLEASE KEEP THIS FOR YOUR REFERENCE\*\*\*\*\***

### III. Suggested Donation Schedule:

<b>FACILITY</b>	<b>Max. Capacity</b>	<b>Facility Fee</b>	<b>Custodian Fee</b>
<b>Fellowship Hall</b> (includes kitchen)	232	\$100	\$75
<b>Community Room</b> (Rooms B + C + D)	66	\$50	\$75
<b>Youth House</b> (Ground Floor Only)	xx	\$50	\$75
<b>Sanctuary*</b>	290	\$50	\$75

#### Notes:

1. Sanctuary use is reviewed on a *case-by-case* basis (i.e. recitals, special ceremonies, etc.) by the Deacons.
2. The facility fee (made out to "Hopewell Reformed Church") and Custodian Fee (made out to "Nelson Nieves") are due by the day of the event.
3. The full cost of any damage to Church property resulting from use of the facility shall be billed to the person who reserved the facility space.
4. Facility use fee is waived for HRC members and 501(c)(3) organizations. A certificate of liability insurance must be provided.
5. Questions regarding set up, use of equipment, etc. should be directed to the custodian:

Nelson Nieves  
(845) 475-4658  
[nievesnj@yahoo.com](mailto:nievesnj@yahoo.com)



# Hopewell Reformed Church

## Facility **One Time Use** Application

Today's Date: \_\_\_\_\_ Name of Organization: \_\_\_\_\_

Requestor's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

HRC Member? YES  NO

HRC Member/Sponsor: \_\_\_\_\_

Purpose of Meeting/Event: \_\_\_\_\_

Is this organization a 501(c)(3) organization? YES  NO

Will a fee be charged to attend this event? YES  NO

Date requested: \_\_\_\_\_ Time: Start: \_\_\_\_\_ Finish: \_\_\_\_\_

Number of attendees expected: Adult: \_\_\_\_\_ Child: \_\_\_\_\_

Facilities/Rooms requested:

Fellowship Hall  Community Room  Youth House  Sanctuary

Is use of Kitchen/Kitchenette requested? YES  NO

Will food and/or beverages be served? YES  NO

Is HRC Audio/Visual Equipment requested? YES  NO

A/V Equipment requested: \_\_\_\_\_

◆ I \_\_\_\_\_◆  
In signing this request, I hereby agree to the terms and conditions as stated in the attached Hopewell Reformed Church Facility Use Policy.

Requestor: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Approved: YES  NO

HRC Representative: \_\_\_\_\_ Amt. Received: \_\$ \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_