

First Church Baldwin United Methodist
881 Merrick Road
Baldwin, NY 11510
(516) 223-1168

Rules covering the Use of Church Building by Non-church Related Group

Kindly read the following carefully. These rules are final but may be adjusted with the permission of the Use of Property Committee. Application must be signed by person submitting insurance and photo ID. Only one signature may appear on the application.

Maintaining previous policy and in the interest of Christian fellowship and good will, no charge will be made for the use of the church building. However, a donation to defray the expenses of light, heat, and wear and tear on the property will be required. It is understood that a change in our church program takes priority over outside organizations. Ample notice will be given and you are asked to comply.

Application Process

- No organization may use any space in the building unless written permission is given.
- The Use of Building Committee must be made aware of the general nature of all programs in their entirety.
- The officer of the organization signing this application shall assume sole responsibility for the organization. The organization is responsible for maintaining proper order on the part of all participants.
- Organizations may use only the space applied for (other than rest room)
- Occupants are limited to 200 people at one time in Whyman Hall.
- There is an 12 midnight cut off time for all functions. Lights out. Doors locked.
- Regular meetings held weekly or monthly or other regular times are the only ones covered by a blanket permission. Any special meeting or activities held at other times must receive special permission.
- Saturday evening activities by outside groups are restricted.
- The sexton or a Trustee representative will be on-site during any one-time event.
- A 24 hour cancellation notice is required. Refunds of the deposit will be at the discretion of the Trustees. First Church Baldwin UMC reserves the right to cancel events due to dangerous weather conditions.
- For on-going activities, a new application for the use of the church facilities must be submitted each year (year starts in September).

Insurance

- A certificate of liability insurance is required before the church facilities can be used.
- This certificate must include the naming of First Church Baldwin United Methodist as an additional named insured. Such insurance shall have minimum

coverage of \$1,000,000 personal liability and \$75,000 property damage and be in force during the term of this agreement.

Financial Obligations

- A deposit of 2/3 of the donation for church use is required with application. The organization will be held liable for any damage to church property due to carelessness or neglect.
- Any donation balance is payable to the church representative at the time of the event (cash, money order, or certified check)

Restrictions

- The use of the building for sports activities is prohibited unless specifically approved by the Use of Building Committee.
- Items offered for sale must be approved by the Trustees.
- Smoking, alcoholic beverages, games of chance, controlled substances, firearms, and pornography are prohibited.
- The Parlor is to be used by church related organizations only.
- Catered functions may use the kitchen for set up and clean up. It should not be used for cooking. The dishwasher may not be used. The organization is to provide its own food, table covers, paper goods, etc.
- We follow Nassau County's seasonal heating regulations, We ask that you do not adjust the heat or inappropriately open doors or windows.

Clean Up

- All rubbish is to be placed in the provided containers.
- All rooms must be left in the same condition in which they were found.

The above rules have been read and agreed to:

Signature

Date

WEBSITE: WWW.FIRSTCHURCHBALDWIN.COM