



One Church Street · Hyde Park, NY 12538-1601
845 229-2114 HPUMC@verizon.net

APPLICATION FOR THE USE OF BUILDINGS AND/OR GROUNDS

*These forms are reviewed by the Board of Trustees on the first Thursday of each month.
Please fill in this form and submit to the Administrative office in the appropriate time for review.*

Date submitted: _____

(Please Print)

Name of Organization: _____

Doing Business As: _____

Contact person: _____ Phone: _____

Mailing address: _____

E-mail: _____

Event: _____

ONE-TIME EVENT Number of people expected: ____ Adults ____ Children/ages ____

Preferred Day/Date: _____ Second choice: _____

Time start—end: _____

Needed set-up time: _____ plus break-down time: _____

RECURRING ACTIVITY Number of people expected: ____ Adults ____ Children/ages ____

Start date: _____ Ending date: _____

Preferred Days/Dates: _____ Second choice: _____

Time start—end: _____

Needed set-up time: _____ plus break-down time: _____

CHURCH BUILDING: **SANCTUARY** (Special-use form)

BASEMENT CLASSROOM \$15 x ____ hour(s)

EDUCATION BUILDING:

FELLOWSHIP HALL (max. capacity 250) \$30 x ____ hours *2 hr. minimum

Partitions may divide the Hall into up to 7 rooms: opened/closed, number of spaces _____

KITCHEN \$40 x ____ hours *2 hour minimum, thereafter \$20 x ____ hour(s)

Check appliances to be used: Coffeemaker Microwave Refrigerator Stove Utensils

Dishwasher (available ONLY to trained church member)

SMALL CLASSROOM: (221-440 sq ft) \$10/hr., 3 hr. minimum ____ Room # _____

LARGE CLASSROOM (792 sq ft. max.): \$15/hr., 3 hr. minimum ____ Room #107 A and or B

NURSERY ROOM 117: \$10 x ____ hour(s)

It is the responsibility of the group to set up the desired seating/table arrangement and to restore the room to its original configuration.

Please indicate equipment needed: **Number of CHAIRS:** _____

TABLES: ____ 4' x 8' or 4' Rounds **DRY ERASE/EASEL** **U.S. FLAG** **GRAND PIANO**

PODIUM **PROJECTION SCREEN** **MICROPHONE** **TV** **OTHER:** _____

Will you be bringing additional equipment? No Yes, specifically: _____

Your continued use of church property is based on adherence to the following rules:

RULES CONCERNING THE USE OF BUILDINGS AND/OR GROUNDS

1. **“SAFE MINISTRY” with Children and Youth:** *We have never had an incident of child abuse in our congregation, but we realize that abuse could happen in any setting, including a church. Because of our desire to protect all of our children from harm, and to protect our adults from false accusations, we have adopted the following procedures for the prevention of child abuse. Each of the following procedures will be implemented as part of the Hyde Park United Methodist Church's comprehensive prevention strategy. Groups from outside the congregation which use our facility are also expected to follow these guidelines.*
 - 1) **WORKERS AND VOLUNTEERS UNDERSTAND AND WILL ABIDE BY THESE PROCEDURES.** All workers with children and youth paid and volunteer, lay and clergy are required to review the church's policy and safety procedures for the prevention of child abuse. They are also required to review the steps to report an incident to the person in charge as well as reviewing the state laws regarding child abuse.
 - 2) **"TWO-ADULT RULE"** No fewer than two adults should be present at all times during any church-sponsored event or ministry involving children. The risk is further reduced if the two adults are not related, but we will allow two related adults to lead Sunday School classes and other easily monitored, highly visible activities. Should there be an occasion which lacks two adults for each room; a "roamer" will continuously monitor classrooms.
 - 3) **FIRST AID/CPR TRAINING** Nursery leaders, clergy, and youth director must become certified in CPR. It is highly recommended that the Administrative Assistant, Maintenance Person and all volunteers become certified in CPR and also First Aid.
 - 4) **"FIVE-YEARS OLDER" RULE** A paid worker or volunteer must be at least 5 years older than the children or youth in the group he or she is leading, except when two other adults are also present, (i.e. Junior Church).
 - 5) **NO WORKERS UNDER THE AGE OF EIGHTEEN** Children under the age of 18 cannot be expected to have developed the maturity and judgment required to be fully responsible for younger children. We may use younger persons as helpers in the programs, but they must be accompanied by adult supervisors at all times. We may use responsible teenagers as baby-sitters during events, if the parents of the children are aware of the fact and have given their consent.
 - 6) **"SIX-MONTH VOLUNTEER" RULE** Volunteer working with the youth or children must be involved in our organization for a minimum of six months before they will be allowed to supervise the youth or children.
 - 7) **WINDOW VIEW INTO ALL CLASSROOMS** Each room set aside for children and youth activities must have unobstructed window-view into the room.
 - 8) **OPEN-DOOR COUNSELING** Any counseling session with children or youth must be conducted with the door of the room open, or if the door is closed with the counselor in full view from the window of the office door at all times. Such sessions must be conducted at times when others are nearby in the building.
 - 9) **ADVANCE NOTICE TO PARENTS** The organization must always give the parents advance notice and full information regarding events in which their children will be participating.
 - 10) **APPROPRIATE EQUIPMENT AND SUPERVISION** Leaders of events are required to provide adequate supervision for their event. When a special event is planned, adequate assessment of safety issues must be done and key personnel with specialized knowledge and skills must accompany the group to insure safety. (ex. Life guarding skills at a pool party.)
2. **EMERGENCY** Dial 9 for an outside line followed by 911. Telephone is located in the waiting area in the main hallway.
3. **FIRE ALARMS** will be responded to by the Hyde Park Fire Department. Leaders are responsible for knowing the exit routes which are posted in each room, and for assuring that all the participants in their group are evacuated in a quick and orderly fashion, and that all are accounted for outside the parameter.

4. **QUIET** please be considerate of others using the building.
5. **ROOM PARTITIONS** may be opened or closed only by those trained and qualified.
6. **“REMOVABLE” POSTER TAPE.** No items or decorations are to be fastened to painted wall surfaces with any tape, thumb tacks or staples that in any manner may mar or damage the building or fixtures.
7. **DRY-ERASE MARKERS** only are used for writing on white markerboards.
8. **KITCHEN AND ITS CONTENTS** are used only with prior arrangements with the church. REMOVE any food remnants and other waste to the dumpster outside in the north side of the parking lot behind the gated fenced area. RECYCLABLES (plastic, glass, metal) must be put in the container marked for recycling.
9. **NO ALCOHOLIC BEVERAGES** on the premises.
10. **NO SMOKING** within the buildings.
12. **“LEAVE IT AS YOU FOUND IT”** Restore original seating arrangement, clean and tidy the part of the building being used. Cleaning equipment is in the maintenance closet “MC-1” located in the entrance hallway.
13. **CLOSE ALL WINDOWS.**
14. **TURN OFF ALL LIGHTS.** (There are emergency lights that can not be turned off.)
15. **KEY(S)** needed for the entrance door(s) to the building(s) require a \$25 deposit each, (\$5 for HPUMC members) and may be obtained by contacting the church Administrative office Monday – Friday, 8:30 a.m. – 3 p.m., at least one week prior to event date.
16. **LOCK ALL ENTRANCE DOORS** Upon leaving, Key holders are responsible to lock any door unlocked.
17. **CLOSINGS:** Use of the building will be denied whenever the Hyde Park School District announces delays, cancellations or closings due to inclement weather (snow). The HPUMC Board also reserves the right to cancel usage should church functions require the space.
18. **CHECK POLICY** Should the bank return a check for non-payment for the usage fee, this request will be void and reevaluated by the Trustees to determine further building use privileges. Any fees associated with the returned check will be recovered by the user as well as the original fee.

What is the nature or your organization? Individual, Profit, Non-profit, Other: _____

Is the planned event nondiscriminatory? Yes No

Will a fee be charged to individuals attending? Yes No

Is use of property for financial profit of your organization? Yes No

I have read and agree to abide by the preceding Rules.

Applicant’s *signature*: _____ Date: _____

Organizational Title: _____

**The organization using the facilities will be responsible for any damage caused by the group.*

Liability Insurance documentation is required before the event date. Date received: _____

Calendar clear: (Admin. Initials) _____ Date: _____

Request approved: Yes No Fee/per building use, payable to HPUMC: \$ _____

Signature: _____ Date: _____

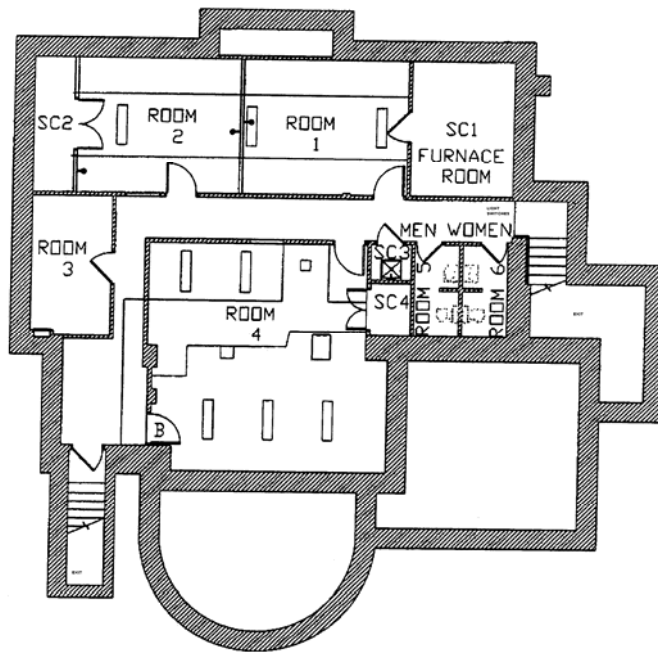
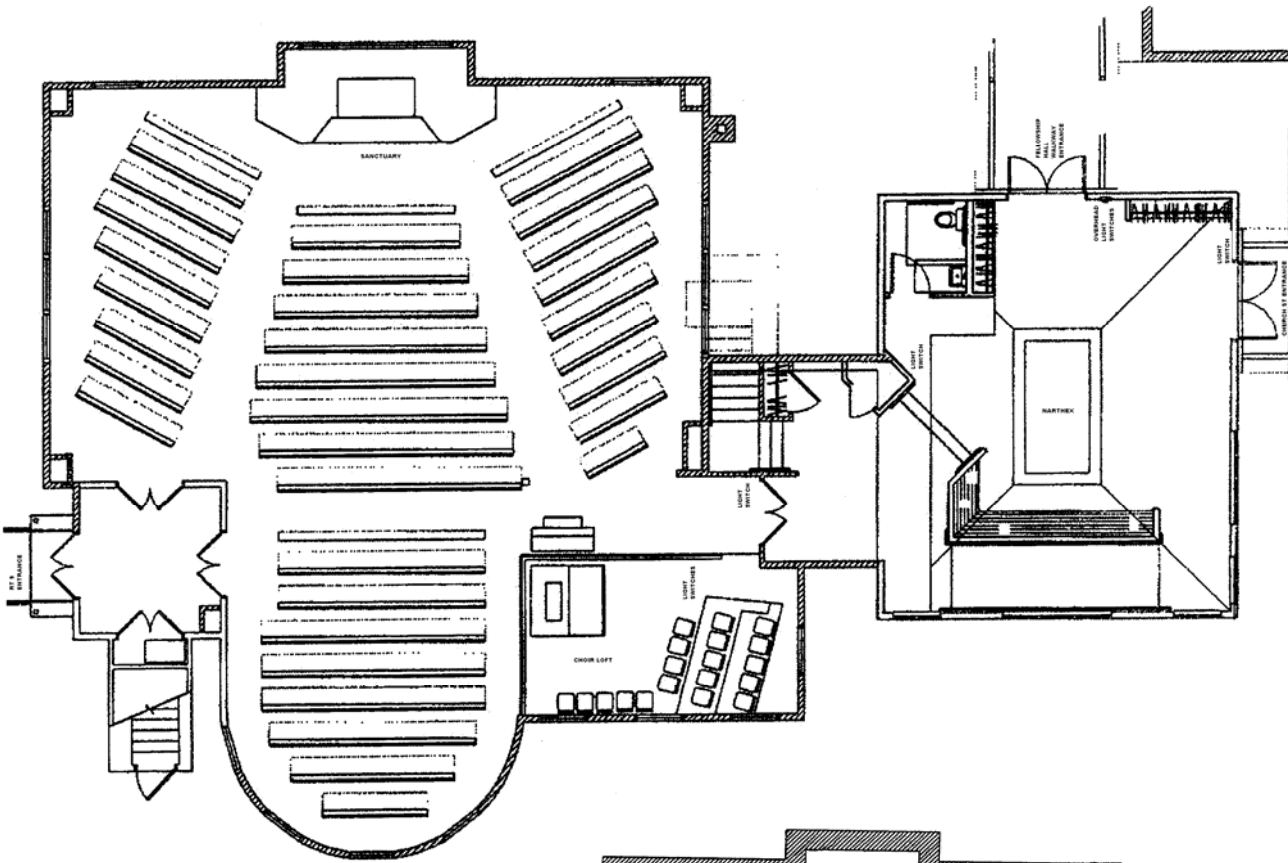
HPUMC Board of Trustee, position: _____

Comments: _____

HYDE PARK UMC BOARD OF TRUSTEES: *President* Robert Rua, Betsy Allen, Ethyl Armbrust, Gary Collins, Earl DeGroot, Ed Kirschner, Buddy Nuttall, Dudley Simmons, and John Thomas.

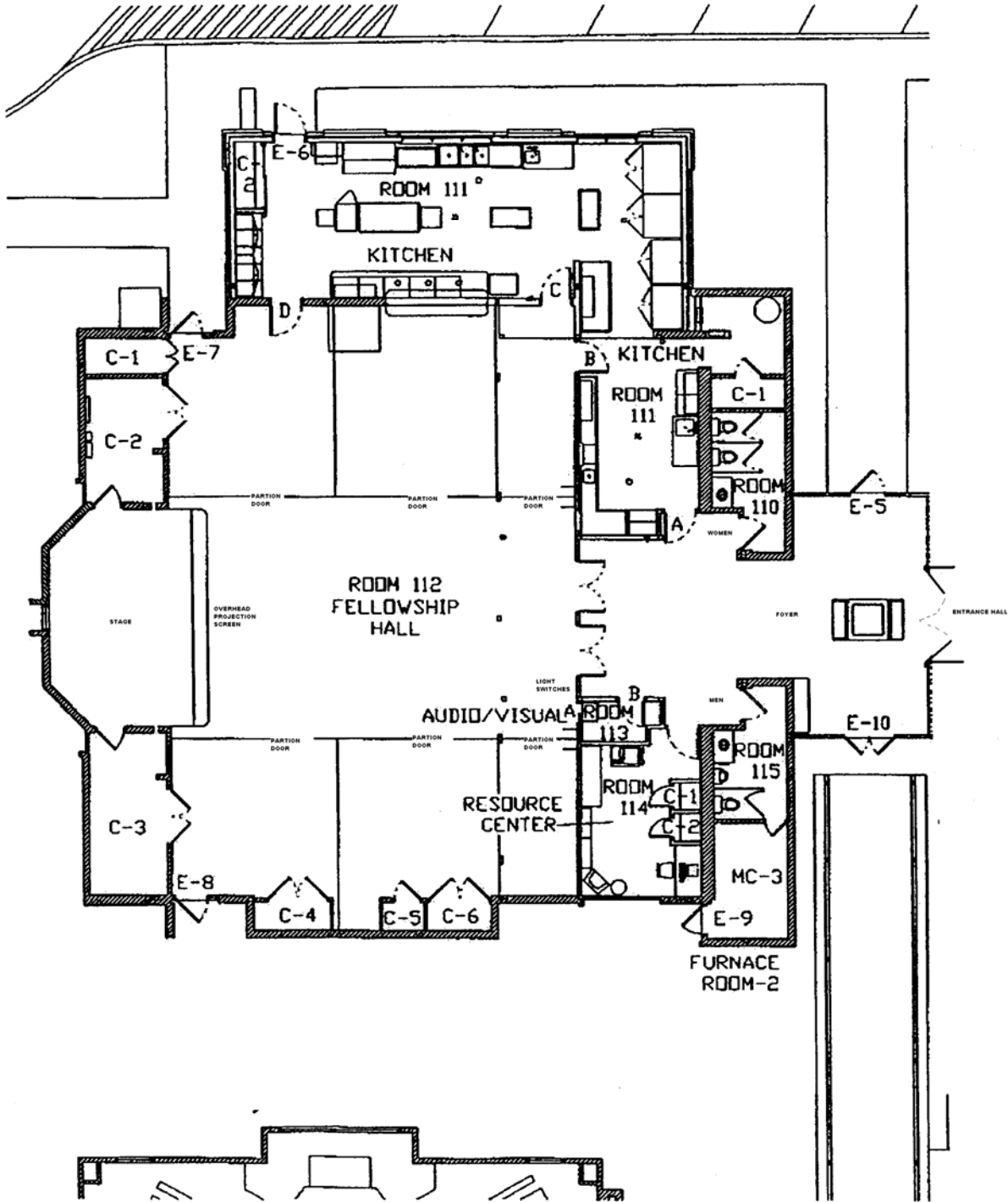
CHURCH BUILDING:
SANCTUARY / NARTHEX and BASEMENT CLASSROOMS

North



FELLOWSHIP HALL

North



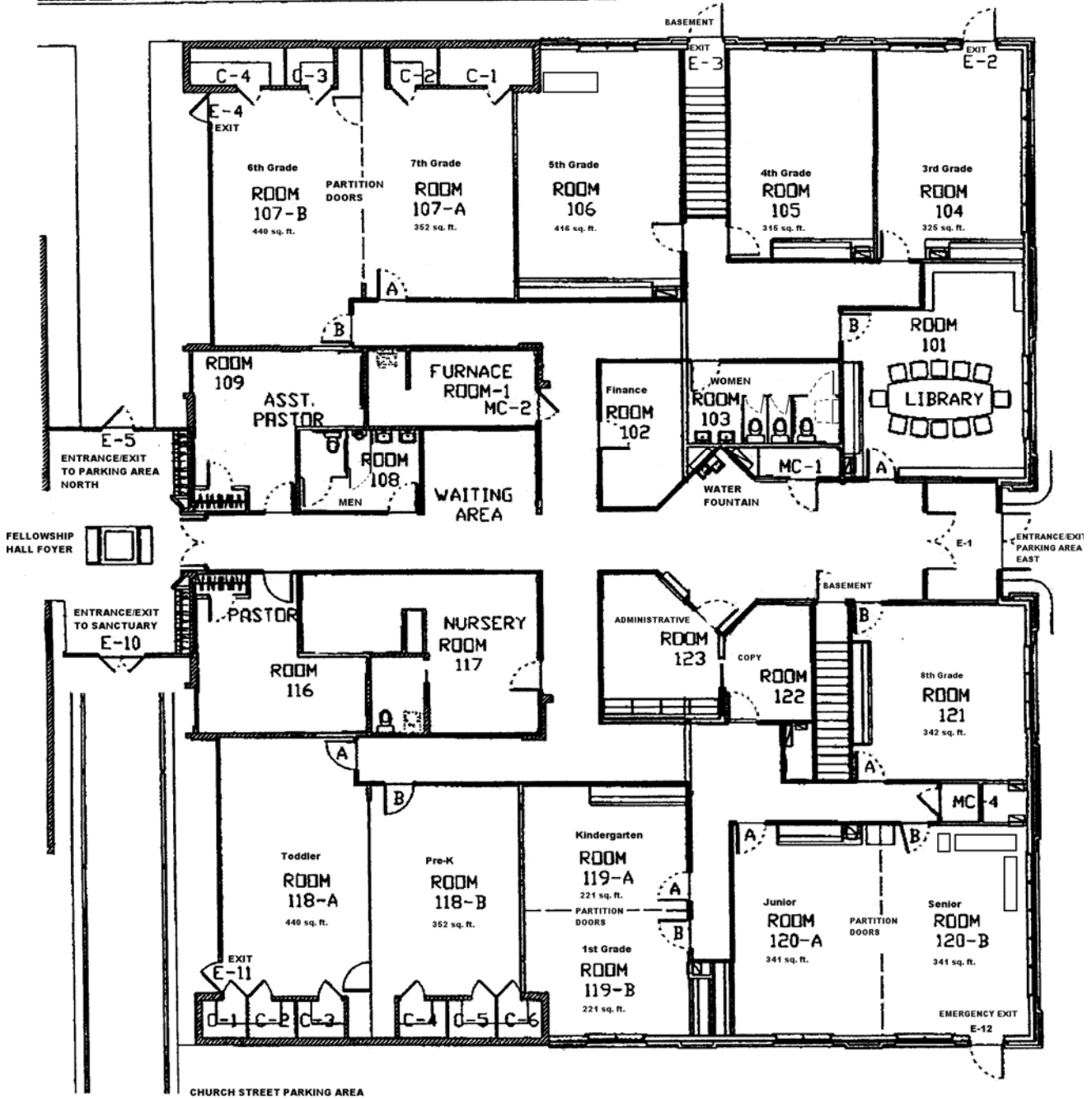
Education Building

North



FENCED DUMPSTER AREA

NORTH PARKING AREA



CHURCH STREET PARKING AREA