

Available Rooms

- Fellowship Hall (maximum capacity 200 people)
- Sloane Room (maximum capacity 15 people)
- Narthex (maximum capacity 15 people)
- Choir Room (maximum capacity 10 people)

Use of any other part of the building or grounds should be requested on the Building Use Application and is subject to approval of the Board of Trustees prior to the event.

Fee Schedule for Use of Buildings and Grounds

***There is no Building Use fee for meetings of an educational or service related nature.**

Submit all fees with your completed Building Use Application with checks made payable to the Sandy Creek United Methodist Church 2 weeks prior to event.

Social Functions Building Fees

\$75.00(up to 50 people)

\$100.00(51-100 people)

\$150.00(101-200 people)

Additional Fees

\$30.00(use of kitchen)

\$100.00(cleaning/custodial services)

***This cleaning deposit will be returned if rooms are cleaned and returned to original condition.**

Sandy Creek United Methodist Church

Use of Buildings and Grounds



Sandy Creek United Methodist Church
2031 Harwood Drive, PO Box 158
Sandy Creek NY 13145
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Rules for Use of Buildings and Grounds

- 1:** It is understood that church activities take priority over all other events.
- 2:** Notify the church at least 4 weeks prior to your function by contacting the church office. The church secretary will be able to check on availability and provide you with the required Building Use Application.
- 3:** Groups meeting on a continual basis are required to submit a new application annually.
- 4:** No alcoholic beverages or drugs are to be used on church property. There is no smoking in any part of the church or its buildings. No firearms may be brought onto any part of church property.
- 5:** No tape, staples, tacks or pushpins allowed on the walls.
- 6:** Each group or individual using the church is responsible for their own garbage and recyclables. **Please remove these to the cans in shed outback.**
- 7:** Activities are to be restricted to the area(s) for which permission has been granted. Bear in mind that other groups may be using other parts of the building during your event/activity; please do not interfere with their activity.
- 8:** No furnishings may be removed from the room without prior approval from the Board of Trustees.
- 9:** Occupied rooms are to be cleaned and returned to their original condition with all furniture returned to its appropriate position.
- 10:** Turn off all lights, turn back thermostats, close windows, sweep and mop floors prior to leaving.

11: Use of the facilities during the winter may incur additional fees if the church has to make special arrangements for snowplowing.

12: Permission to use church buildings and grounds is revocable at any time by church authorities.

13: The telephone is available for emergency use only. No long distance calls-local calls only please. Violation will result in charging back to the group.

14: The supervisor of the event (signature on the Building Use Application) is to be present before the activity is due to start and remain with the group until all have left. Adequate supervision of participants using the buildings/grounds will be provided by the user, and those using the facility will be held responsible for any damages which occur during the event.

15: Submit the Building Application with the appropriate fees (see schedule on reverse) to the church office. All checks are to be made payable to the Sandy Creek United Methodist Church. The reservation of the date and room will only be finalized with this payment and be received 2 weeks prior to the event. When the application is approved, you will receive a signed copy.

16: Your signature on the Building Use Application implies that you have read this entire brochure and agree to abide by the requirements stated herein.