

Mallory Wesleyan Facility Use Policy

Upon approval, this request will be entered into the MWC activities calendar.



MWC Facility Use

Mallory Wesleyan

Box 16, 5 Baum Road
Mallory, New York 13103
Phone: 315-676-4792

www.mallorywesleyan.org

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Upon approval, this request will be entered into the MWC activities calendar.

This policy applies primarily to the use of fellowship hall, kitchen, and restrooms for the purpose of private events such as showers, birthdays, or anniversaries. Regular weekly/monthly organizational meetings are also included under this policy.

1. Arrangements (including date, time, approximate number of guests-75 maximum) should be made in advance with the pastor on the attached application. Regularly scheduled meetings for organizations will be considered on a case by case basis.
2. A church representative/sponsor must be in attendance during the event.
3. All events are carry-in/carry-out. The removal of all trash and recyclables will be the responsibility of the applicant (please provide your own trash bags). Following the event, all facilities are to be cleaned and returned to original condition (or an additional \$50 cleaning fee will be added).
4. No smoking or use of alcohol on the church property.
5. Please do not use tape, nails or tacks to hang any items. We recommend sticky putty for decorations. Glitter and open flames are prohibited.
6. Church appliances may be used, with care. The stove/oven and microwave are for reheating only (please note additional needs on the application).
7. All supplies/utensils are the applicant's responsibility. The church does not supply these items.
8. Children should have adult supervision at all times, inside and outside. They should not be allowed to wander in unsupervised areas. The lower level of the church building is always off limits.

Please call 315 676-4792 for additional information or questions.

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APPLICATION:

(please include a \$25 non-refundable application fee)

Church sponsor _____ Event _____

Applicants Phone (c) _____ (h) _____

Date _____ Time _____ # of Guests (75max) _____

(PLEASE NOTE- a \$100 facility use fee is due the day of the event unless you are a regular Mallory attendee. Checks may be made payable to Mallory Wesleyan Church)

(Organizations fill in lines below)

☐ **Regularly scheduled meetings**

☐ **One- time event**

DATE or DATE RANGE of event _____

If your group meets EVERY month on a certain day of the week, please note. Also note which months you will NOT need.

We meet (circle one) weekly,
or monthly;

☐ First

☐ Second

☐ Third

☐ Fourth

☐ Monday

☐ Tuesday

☐ Wednesday

☐ Thursday

☐ Friday

☐ Saturday

Time from (including set-up/take-down) _____ to _____

Rooms requested for event _____ Number of people expected _____

Description of event;

NOTE! Organizations need to provide the church with a liability insurance rider from your insurance company prior to your event(s).

Facility fees for organizations will be established by the Church Board based on the facility use requested.

All applicants; Please fill out this form and return it to the church office.

Office hours are 10 am – 1pm Monday through Friday unless otherwise noted.

I have read and agree to abide by the MWC Facility Use Policy:

Name: _____ Date: _____

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THIS AGREEMENT FOR THE USE OF THE FACILITIES (Agreement") is made effective this _____ day of _____, 20____, by and between Mallory Wesleyan Church (the "Church"), and _____ (the Party"). The Church and Party shall be collectively referenced in this Agreement as the "Parties".

WHEREAS: The Church is a religious organization whose address is 5 Baum Road, Mallory, NY 13103, and which was formed for the purpose of operating a church to offer regular worship services and related ministries; and

WHEREAS: The Church has physical facilities to further its religious purposes; and

WHEREAS: The Church may determine to provide its facilities for use from time to time in fulfillment of its tax exempt purposes or for uses which are not contrary to the Church's religious beliefs; and

WHEREAS: The Church enjoys the full protection of the United States Constitution, and all other applicable State and local laws; and

WHEREAS: The Church reserves the right to restrict the use of its facilities to activities which are consistent with the Church's religious beliefs and :The Discipline of the Wesleyan Church; and to persons who agree to abide by the terms of this Agreement; and for uses that do not compromise the Church's tax-exempt status and other protections; (contact the Church office as needed for additional information about the degree to which your event conforms to the guideline of The Wesleyan Discipline);

IT IS THEREFORE: Agreed, in consideration of good and valuable consideration, the receipt and sufficiency which is hereby acknowledged, the Parties by their signature below, expressly agree to the terms of this Agreement expressed herein.

I have read and agree to the Mallory Wesleyan Church facility use policy.

Name (print): _____ Date: _____

Signature of applicant: _____

Signature of pastor and/or trustee; _____