

Stephentown Federated Church and Pierce Hall Policies

The following policies passed by General Committee

May 22, 2017

General

1. Members, and members' family and active non-members may use the church and hall facilities free of charge. Disposable products such as cups and plates and/or plastic ware are not provided.
2. Non-profit groups may use the facilities for meeting with a donation appreciated.
3. Fee will be set on an individual basis for those organizations wishing to use the kitchen or meeting hall.
4. No cats, dogs or other domestic animals, with the exception of registered service animals, on church property due to liability issues. Pets for the manse will be decided on a case by case decision.
5. A member of the council, session or facility chair should be present to make sure, church property is taken care of properly. AA and Food Pantry is not included in this mandate because of the confidentiality mandate.

Weddings

1. Weddings for non-members requesting the use of the church will be charged \$150.00. If you wish to use Pierce Hall an additional \$100 will be charged.
2. Wedding parties should make arrangements to have leftover articles removed promptly after the wedding. They are expected to leave Pierce Hall and the sanctuary as they found it.
3. Birdseed and confetti are prohibited on the church grounds.
4. The charge is for the use of the physical facility only and does not include the pastor's time or any other personnel. Organist and pastor set their own fees. Until a call for volunteers is made and a decision about the use of the hall is made, the hall will be considered unavailable.
5. Any church, pastor or organist fees are expected to be paid before rehearsal begins.
6. The church buildings, which include Pierce Hall, the Church and the Manse have been deemed to be smoke free and alcohol free.
7. A member of the council, session or facility chair should be present to make sure church property is taken care of properly.

Funerals

1. Funerals for non-members wishing to use the sanctuary will be charged \$100. If they wish to have a gathering following the service in Pierce Hall an additional fee of \$100 is expected. A member of the council, session or facility chair should be present to make sure church property is taken care of properly.
2. If a family wishes to have the church provide food there will be an additional charge.

Baptism

Baptism will take place during the worship service at no charge.

Garbage

1. Garbage needs to be put in the proper container and tied. We get charged extra for any open bags.
2. No garbage or food may be left out to attract undesirable vermin.

Sound System

1. The sound system is available for church activities. However, the sound system must be run ONLY by people who have been trained to do so. If any group wishes to use this sound system please contact Bev Westfall 518-658-2529 or morg104@aol.com.
2. If Bev is not available please contact Barb Terpening, Helen Wallbank, or Arlene Longo. These are some of the trained people we have available.

Use of Tables and Chairs for Personal Use

1. No equipment of any kind can be removed from the church for personal use without permission.
2. If you wish to borrow tables or chairs please see our facility chair person.
3. Tables and chairs being returned need to be returned when no other groups are using the facility such as AA and Food Pantry. (see Times that Pierce Hall is not available below under current restrictions.)
4. Equipment needs to be returned in the condition it was when you borrowed it or damages will be assessed.
5. This does not include any use by church organizations outside the facility.

Current Building Restrictions

1. AA meets on Wednesday evening from 6 p.m. -7 p.m. Therefore, the hall will not be available from 5:30-7:30 p.m. AA has permission to use cups, coffee, & tea.
2. Food Pantry meets Saturdays, from 9 a.m. to 11a.m. Therefore, the hall is not available for from 8:30 a.m. to 11:30 a.m.
3. Please remember the above groups meet during this time with a confidentiality clause from General Committee, which means no one from the church comes in at this time except having specific business with either group. Please plan your visit carefully.

Media Policy

1. During activities, programs or events at the Stephentown Federated Church, your image, name and voice as well as any speech or written document submitted by you, may be used, reproduced, and/or modified for use as publicity in a variety of media including, but not limited to print, video, photography, website, television and radio broadcasts, and sound recordings. All may be available on the internet
2. Any photography of children will be with the permission of their parents.
3. Permission for future use for any pictures taken during the worship service.
4. Our worship services on the website as well as our website are copyrighted.
5. If you have questions or concerns please contact any one on the general committee or worship committee.

***The letter on the next page is a letter sent to all groups using our Church, Pierce Hall or the Manse.

Dear Federated Church Members and Friends,

The General Committee of the Stephentown Federated Church recently began a review of our total insurance package for our church facilities. We have been asked, "What policies do we have in effect that limit our liability exposure?"

One item the insurance companies were most concerned about was our lack of a policy regarding allowing pets, of any type, on the premises. They have strongly suggested that we have a "no pets" rule to help limit the potential for liability exposure and perhaps adhere to some suggested "food and sanitary" safety concerns.

We also understand the ultimate need for "registered service animals" like a seeing eye dog.

Therefore, to placate the insurance companies and keep our policy rates reasonably acceptable, we are asking that you understand our need to begin a "no pets or animals" allowed on the church properties or premises. The exception would be for "registered service animals".