

**Tabernacle United Methodist Church**  
**83 Main Street**  
**Binghamton, NY 13905**  
**607.723.8983    tabaa@stny.rr.com**

**2019 FACILITY RESERVATIONS**

**Intent**

To open our doors to the community in a manner consistent with Christ's teaching while maintaining and preserving the facilities for future use.

**Facility Reservation Procedures**

1. All persons and organizations wishing to use the facilities at Tabernacle must fill out a **Reservation Request Form** indicating the proposed use and submit it to the church office. This includes church members hosting private functions outside church-related activities.
2. A copy of these **Facility Usage Guidelines** will be provided with every Reservation Request Form and the requestor's signature indicates acknowledgement and acceptance of these guidelines, including all liability and costs which may pertain.
3. Each reservation request will be evaluated on a case-by-case basis by the Pastor, the church Administrative Assistant, and/or the church Board of Trustees before approval is granted.
4. At the church's discretion, a rental donation may be requested from any person or organization utilizing Tabernacle facilities. These are to help defray the cost of lights, heat and general facility maintenance. The relevant rental is outlined in the attached Reservation Request Form (or, in some circumstances, the amount will be determined by the church Trustees on a case-by-case basis). If a requestor declines to accept this request, reservation request approval may be withdrawn.

Note: Certain activities, particularly large group events or events using Tabernacle's kitchen and dining facilities, may require chaperoning by church staff and/or church member(s). These personnel will be compensated for their time with appropriate details being noted in the accepted Reservation Request Form.

5. Church administrative staff maintains a calendar of all facility usage. Reserving of space occurs upon acceptance of approved, signed forms and deposit.
6. Assignment of facility keys and/or codes will be determined on a case-by-case basis.
7. Every attempt will be made to accommodate all appropriate requests, but in the event there is a conflict, the following priorities apply:
  - a. General church functions, church-sponsored programs, church group or committee meetings.
  - b. Member religious activity or family activity
  - c. Non-member religious activity
  - d. Community organization program or meeting
  - e. Private events
8. Previously approved non-church related meetings are subject to pre-emption by church-related meetings.
9. **Organizations with regular, on-going reservations must complete and re-submit, annually,**
  - a. a new **Reservation Request Form** and
  - b. a new the **Safe Sanctuary Policy Compliance form.**

**10. MANY EVENTS REQUIRE LIABILITY INSURANCE. CERTIFICATE MUST BE PROVIDED BY RENTER.**

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**FACILITY USAGE RULES/GUIDELINES**

1. Tabernacle facilities are normally available from 8:30a to 9p. Usage outside these hours will require special permission, even if the requestor has previously been given key/code access.
2. Facility use is restricted to those facilities specifically indicated on the Reservation Request Form and all activities must conform to the use proposed and accepted.
3. Facility keys and codes will only be granted by special permission. Applicants must fill out a Key Use Form and submit a \$10 deposit per key, returnable upon surrender of the key. Keys must be returned promptly to the church office after events are completed. Approved parties are responsible for the safekeeping of any assigned facility key and/or code. These items are not to be duplicated or shared with anyone not having been given explicit approval or access. Such individuals are also responsible for securing relevant facilities upon exiting from Tabernacle.
4. Unless prior consent has been given, all building entry will occur through the main rear door at the top of the stairs in the parking area off Arthur Street. Alternate doorways including the Main Street and Arthur Street entrances should remain closed at all times (except for scheduled church services).
5. The elevator is active 24 hours/day but the elevator entry door in the rear parking area is only open for exit-access except during scheduled church service times. If elevator usage is required for an event, special permission must be requested.
6. The elevator is equipped with an emergency call button which is connected to the Binghamton Police and Fire departments. Non-emergency use of this feature or any other abuse of the elevator will result in loss of use.
7. It is expected that all facilities will be left in the same conditions as they were found with fans and lights turned off and windows closed. All food and other garbage should be discarded in appropriate trash receptacles. Standard cleaning supplies (brooms, mops, etc.) are in the utility area near the kitchen and dining room in the lower level of the church.  

Larger volumes of trash should be put in the dumpster in Tabernacle's rear parking area. If dumpster usage is expected, please coordinate access with the church Administrative Assistant as the dumpster is normally locked. The dumpster is emptied only every two weeks, so trash should be condensed to the minimum size possible.
8. Any damage or personal injury must be reported immediately to the church office, and a **Facility Incident Report** must be filled out and given to the church office. Copies of this form are available outside the church office in the Assembly Hall on the main level. The church Trustees will determine the appropriate and reasonable cost of any damage repair or replacement.
9. If liability insurance is required (as ascertained by Trustees/Administrative Assistant), renter must provide certificate.
10. Except in the event of an emergency, or unless previously requested and approved, church phones are not to be used for incoming or outgoing calls.
11. Respect shall be given to all church staff, members and other organizations present during any approved events. This includes maintaining reasonable noise levels that do not disrupt other facility utilization.
12. No attempts will be made to enter or tamper with locked rooms or storage cabinets.
13. Smoking and alcoholic beverages are not permitted on Tabernacle premises. Please discard cigarette butts in proper containers.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Organization \_\_\_\_\_

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**SAFE SANCTUARY POLICY COMPLIANCE for ONGOING PROGRAMS**

Tabernacle United Methodist Church has a Safe Sanctuary Policy intended to make sure our building and any programs held here are safe for children, teens, and vulnerable adults.

Name of Program/Group \_\_\_\_\_

1. Does your group serve children, teens, and/or vulnerable adults?      Yes      No  
Note: Adults are considered "vulnerable" when they are unable to take reasonable precautions to protect themselves from danger due to cognitive, mental, or physical disabilities.

If No, please provide your signature at the bottom and submit with your Reservation.

2. If Yes to 1, does your program/group have liability insurance that would cover incidents that might occur during your use of Tabernacle's building?      Yes      No

3. If Yes to 1 and 2, please ask your agent to have Tabernacle named as "Additional Insured" on your policy, (will add little or no cost), provide a copy of your insurance cover page(s) showing the Policy # and Period, read the NOTE and provide your signature at the bottom of this page, and submit with your Reservation.

Cover sheet received by (name) \_\_\_\_\_ on (date) \_\_\_\_\_

Coverage confirmed by (name) \_\_\_\_\_ on (date) \_\_\_\_\_

4. If No to 2, your group is required to follow the guidelines listed below. Please initial each item:

\_\_\_\_\_ Under no circumstances will any children, teens, or vulnerable adults be left alone with anyone who has been convicted of physical or sexual abuse, or has charges pending.

\_\_\_\_\_ Children, teens, and vulnerable adults will have direct supervision (in eyesight), at all times,

\_\_\_\_\_ By two or more "program leaders" who -

\_\_\_\_\_ Are over 18 years of age

\_\_\_\_\_ Are not related to each other

\_\_\_\_\_ Have passed a background screening (Tabernacle can assist with background screenings)

\_\_\_\_\_ Know to watch for signs of physical, sexual, and emotional abuse.

\_\_\_\_\_ Drivers assigned to provide transportation have passed background screening, including DMV check.

\_\_\_\_\_ Program leaders and drivers take seriously all observations or allegations of physical, sexual, or emotional abuse, and immediately report them to the person in charge of the program.

\_\_\_\_\_ The program has a plan for responding to observed or reported abuse, including supporting the victim, reporting to authorities, and responding to the alleged perpetrator. (Tab's policy has examples.)

Signature (Person in charge) \_\_\_\_\_ Date \_\_\_\_\_

**NOTE: Whether or not your program/group has liability insurance**, you are expected to review and encouraged to follow Tabernacle's complete Safe Sanctuary Policy. Copies are available from the church office and it is posted on Tab's website (<https://tabernaclebinghamton.wordpress.com>). If you have questions about this policy or your group would like a presentation about the policy, please contact the church office.

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**All rentals are subject to approval by the Board of Trustees and fulfillment of insurance prerequisites. Fifty percent (50%) of rental fee is required to reserve space; the balance is payable the day of the event (or before, if Tabernacle office is closed that day).**

**STANDARD BUILDING USAGE FEES**  
**Effective Jan. 1, 2019**

**Main Level**

Sanctuary \$225\*  
Assembly Hall \$45/\$10/\$100 max\*  
Coffee House \$45/\$10/\$100 max\*  
Narthex \$15/\$10//\$100 max\*

Parlor \$15/\$10/\$100 max\*  
Library \$15/\$10/\$100 max\*  
Kitchenette \$15/\$10\*\*\*

**Lower Level**

Dining Room\*\* \$45/\$10/\$100 max\*  
Kitchen \$45/\$10/\$100 max\*  
Gym \$35/\$10/\$100 max\*

**Upper Level**

Education Rooms \$15/\$10/\$100 max\*

\* (If for a wedding, see that sheet for applicable fees)

\*\* First hour per session as shown, extra hours \$10/hr each, capped at \$100 per day

\*\*\* Available only when used in conjunction with Coffee House or Assembly Hall.

**Additional fee for services of Building Concierge Brian Travis: minimum \$30, to be determined by amount of set-up/take-down assistance needed.**

**Contact Information**

Tabernacle's office hours are Monday - Thursday 10a - 3p. During these hours, reservation and facility usage questions can be directed the church Administrative Assistant (607.723.8983.)

For emergency off-hours issues, please contact Rick Brower at.941.204.8984 or Sharon Kriner at 607.761.2807. BE SURE TO HAVE THESE NUMBERS WITH YOU WHILE YOU'RE AT THE CHURCH IN CASE YOU NEED THEM!

Questions may also be emailed to tabaa@stny.rr.com.

**FAILURE TO OBSERVE THE STATED PROCEDURES AND RULES  
MAY RESULT IN DENIAL OF PRESENT AND FUTURE FACILITY USE**

**TABERNACLE UNITED METHODIST CHURCH**

83 Main Street, Binghamton, NY 13905

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**RESERVATION REQUEST FORM  
TO BE COMPLETED, SIGNED AND RETURNED BY REQUESTOR**

Date of application \_\_\_\_\_

Name of individual or group \_\_\_\_\_

Address \_\_\_\_\_

Person Responsible \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Telephone \_\_\_\_\_

Home

Work

Cell

Proposed use of facilities (type of event): \_\_\_\_\_

Is there a charge to participants for this activity? Yes \_\_\_ No \_\_\_ (If so, an additional fee may be required.)

For One-Time Event: Date and time span \_\_\_\_\_

For Ongoing Use: Day of week and time span \_\_\_\_\_

From when to when (dates)? \_\_\_\_\_

Approx. # in attendance \_\_\_\_\_

Area(s) requested (please check):

*Main Level*

- \_\_\_\_\_ Sanctuary
- \_\_\_\_\_ Assembly Hall
- \_\_\_\_\_ Coffee House
- \_\_\_\_\_ Narthex
- \_\_\_\_\_ Parlor
- \_\_\_\_\_ Library
- \_\_\_\_\_ Kitchenette

*Lower Level*

- \_\_\_\_\_ Dining Room
- \_\_\_\_\_ DR/Kitchen
- \_\_\_\_\_ Gym
- \_\_\_\_\_ Youth Room

*Upper Level*

- \_\_\_\_\_ Education Rooms

Donation to defray costs as stated in the guidelines: \$ \_\_\_\_\_

**Insurance may be required (as ascertained by Trustees or Administrative Assistant). If so, please attach certificate citing "Tabernacle UMC, 83 Main St., Binghamton NY"**

Additional Comments \_\_\_\_\_

**Signed (Person Responsible)** \_\_\_\_\_ **Date:** \_\_\_\_\_