

FUNERAL/MEMORIAL SERVICE GUIDELINES

Ogden Presbytery Church
2400 South Union St.
Spencerport, NY 14559
(585) 352-6802
ogdenpres@frontiernet.net

The attached Building Use Form is to be filled out and returned to the Church Office as soon as possible.

Contributions and Fees:

Active Members of Ogden Presbyterian Church

When the applicant is an active member of the church, the following minimum contributions are required:

Use of Sanctuary	No charge	<u>N/C</u>
Use of Fellowship Hall for reception	No charge	<u>N/C</u>
Total amount due (check payable to Ogden Presbyterian Church)		_____
OPC Pastor (check payable to Sudalak Layraman)	\$150.00	<u>\$150.00</u>
OPC Organist (check payable to Marian Smith)	\$100.00	_____
Custodian (no reception)(check payable to Kevin Shaw)	\$ 50.00	_____
Custodian (with reception)(check payable to Kevin Shaw)	\$ 90.00	_____
Total amount due		_____

Non-active members of Ogden Presbyterian Church

When the applicant is not a member of the Ogden Presbyterian Church, the following minimum contributions are required:

Use of Sanctuary	\$200.00	<u>\$200.00</u>
Use of Fellowship Hall for reception	\$150.00	_____
OPC Candles	\$ 15.00	_____
Total amount due (check payable to Ogden Presbyterian Church)		_____
OPC Pastor (check payable to Sudalak Layraman)	\$200.00	<u>\$200.00</u>
OPC Organist (check payable to Marian Smith)	\$100.00	_____
Custodian (no reception)(check payable to Kevin Shaw)	\$ 50.00	_____
Custodian (with reception) (check payable to Kevin Shaw)	\$ 90.00	_____
Total amount due		_____

Payment Schedule:

Downpayment is due at time of Application Approval \$100.00
Remaining **balance due** at time of walkthrough with OPC Trustee

FUNERAL/MEMORIAL SERVICE
BUILDING USE FORM

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Applicant: _____

Approximate number that will be using facility: _____

Date Requested: _____

Time Requested: _____

Contact Name: _____

Phone: _____ Email Address: _____

Address: _____

NOTE:

- **Sanctuary use must be approved by Session**
- **Food consumption must be confined to the Fellowship Hall**
- **Only rooms assigned may be utilized**
- **Automatic External Defibrillator (AED) located in a case on north wall of Fellowship Hall near entrance/exit door. Accident forms are located by AED.**

Accessibility: A ramp is available at our southeast entrance and an elevator at the North side entrance.
Do you anticipate use of the elevator? ___ YES ___ NO

I have read and initialed the conditions governing the use of the facilities (reverse side) thereby agreeing to assume responsibility to see that all regulations are complied with . . .

Requestor's Signature: _____ **Date:** _____

Confirmation that the time is available on church calendar (initial and date): _____

The above use has been added to the church calendar (initial and date): _____

Trustee Approval: _____ YES _____ NO

Trustee Signature and date: _____

The Board of Trustees of OPC has the responsibility of governing the use of the church building and facilities. The church will make available its facilities based on the following conditions:

1. The attached application is received and approved by the Board of Trustees. Please submit a completed application a minimum of 6-8 weeks prior to the desired use date. Applications will be evaluated at the Board of Trustees meeting held once a month.
2. Use of the Sanctuary needs approval by Session and the Board of Trustees.
3. Smoking is not permitted in the building or on the church property.
4. Alcoholic beverages are not permitted on the church property.
5. The use of the church facilities does NOT include consumables (i.e. coffee, tea, paper, sugar, etc.)
6. Adult supervision must be provided for all children or youth present.
7. Use of the facilities is limited to the area assigned.
8. The applicant is responsible to see that the building is left in a reasonably good condition. Any damage caused during the time assigned to the applicant is the responsibility of that applicant. Such damage must be reported to the church secretary or to the Trustees.
9. If you are the last person to leave, turn off all the lights and lock all exterior doors.
10. Advanced decorating or arrangement of furniture must be done in the time requested so that the activity does not interfere with other church functions. If functions are scheduled immediately before or after the applicant's use, the church secretary or Trustees will notify you well in advance. Adherence to the requested time is very important to avoid usage conflicts.

I have read and agree to abide by these conditions.

_____ (Applicant initials/date)