

Saint George Greek Orthodox Church
107 Clinton Street
Schenectady, New York 12305
(518) 393-0742

Hellenic Center Use Policy

It is the policy of the Saint George Greek Orthodox Church to make its Hellenic Center available to Parishioners, Community Groups, and Community not-for profit groups, and Community businesses and activities. The Church reserves the right to reuse any event which does not comply with these rules and which deems inappropriate.

Policy: The Church considers facility use requests without regard to race, color, religion, creed, gender, national origin, age, disability, martial or veteran status, or any other legally protected status. However, facility use is limited to Church Parishioners, non-parishioners sponsored by a good standing church member, Community based group, Community based non-for-profit group, Community businesses for social activities, non-profit and educational activities and other uses that are in accordance with residential zoning uses.

RESERVATIONS ARE REQUIRED FOR USE OF THE SAINT GEORGE HELLENIC CENTER. To reserve the Hellenic Center contact the Church Office at (518) 393-0742.

If the facility is available, it is the responsibility of the applicant to:

- 1. Complete, sign and return the Hellenic Room Request Form to the Church Office.**
- 2. Provide the Church Office a Certificate of Insurance naming Saint George Greek Orthodox Church as an additional insured, in the amount of \$1,000,000 as soon as possible with a minimum time of 2 weeks before the event.**
- 3. Provide the Church Office with a room rental fee and \$100 cleaning deposit the week of the event.**
- 4. Contact Church Office to gain access to Hellenic Center.**

Additional charges may be imposed for extra cleaning, security or other special preparations. Rental of facility is at your own risk.

The Church reserves the right to refuse any event, which does not comply with the rules, which is not in accordance with residential/commercial zoning, and which it deems inappropriate.

All fees are non-refundable.

NOTE: Church functions, programs have priority.

COMMUNITY ROOM FEE SCHEDULE:

- Community groups-Meetings- Check Fee Schedule
- Non-Profit Organizations
- Parishioner Special Activity-Check Fee Schedule
- Non-Parishioner with Sponsorship of Good Standing Church Member-Check Fee Schedule
- Business Organizations-Check Fee Schedule

Number of People Attending:	Fee-Parishioners:	Fee-Non-Parishioner:
1-50	\$350	\$450
51-100	\$400	\$500
101-150	\$450	\$550
151-200	\$500	\$600
201-250	\$550	\$650
251-300	\$600	\$700

RULES AND REGULATIONS:

1. Hours of use are restricted to 11 am to 11 pm. Changes to these hours can be made with church approval.
2. Smoking is not permitted in any part of the building.
3. No alcoholic beverages are permitted without a temporary beer or wine permit from the NYS Liquor Authority. **It is the responsibility of the applicant to file for a Temporary Beer or Wine Permit with NYS Liquor Authority.**
4. Alterations to the facility property or equipment are not allowed.
5. Facility must be left in same condition as it is found; including cleaning and setting the room back up. The Cleaning deposit will not be returned if these conditions are not met.
6. **It is the Renters responsibility to make arrangements with the Church Office to get access to the Hellenic Center.**
7. The Hellenic Center has a Carry-in Carry out policy on trash (except for Parishioner; parishioners must remove trash to designated outdoor receptacle).
8. The permit holder is responsible for set up, take down, and cleaning the room.
9. The Hellenic Center cleaning room checklist must be thoroughly reviewed and signed before and after each event, verifying that the room was left in the same original condition.
10. Any additional cleaning necessary as a result of your event will be assessed a fee of \$50 per hour, and will be assessed in full-hour increments. The permit holder is responsible to bring their own cleaning equipment and supplies.
11. All required fees and the completed Hellenic Use Form must be received at least one week prior to the scheduled date of use.
12. Fee of \$100 used as a cleaning deposit will only be refunded in full if facility is left in original condition. It is the responsibility of the Renter to NOTIFY the Church of any damages or problems that occurred during their event.
13. There is a \$35 service charge for all returned checks.

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Hellenic Center Request Form

Today's Date: _____ Date(s)/Time Requested: _____ Number of Guests expected: _____

Name of Organization (if any): _____

Is this a non-profit? Yes _____ No _____ Type of Event: _____

Name of Person Renting the Room: _____

Address: _____

Phone Number: _____

Are you a Saint George Greek Orthodox Parishioner? Yes _____ No _____ If No, please provide the name, address and phone number of the Saint George Parishioner who will sponsor your rental:

Alcohol Use Requested? Yes _____ No _____ Proof of Insurance Coverage? Yes _____ No _____

Does your organization carry Liability Insurance? Yes _____ No _____

Signature of applicant: _____

Please note: It is the responsibility of the applicant to arrange access to building from the Church Office prior to the event. The Hellenic Center Fee, cleaning deposit, and proof of insurance is due at least 1 week prior to the event. Carry-in-Carry out Policy is in effect for all events. Please notify the Church Office of any damages or occurrences during your rental.

Please sign and return this form to:

**Saint George Greek Orthodox Church
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Schenectady, NY 12305**