

FPCY BUILDING RENTAL POLICY FOR ARTISTIC EVENTS

FPCY wants to encourage the beauty of the arts by making its sanctuary available for recitals and artistic events. The facility has been used regularly for classical recordings (Música Omni label), recitals, light opera, and chamber music. It seats approx. 350 people. The event space is kept at a temperature of 65-75°F year-round. As of March 2022, air conditioning is not operational.

1. For the cost of **\$300**, FPCY will provide 6-hour access to the sanctuary space and bathrooms. This also includes use of the Parlor and/or Welcome Center which can be used as a 'green room'/gathering area.
 - a. If you need an additional rehearsal time, that would be an additional fee of **\$300 per day**.
 - b. A booking/cleaning deposit of **\$100** is required at the time of making the booking. This deposit will be returned at the end of the event if everything is cleaned as listed below.
2. Use of the pipe organ and/or the piano must be approved by the Director of Music.
 - a. If use has been approved then the cost for the piano is included in the \$300 fee but the cost for the organ is an additional \$200.
 - b. If use has been approved and renter wishes to have organ and/or piano tuned, they will be tuned at the renter's expense (\$800 organ/\$100 hr-2 ½ hrs piano) by a technician approved by the Director of Music. FPCY tunes the piano yearly and the organ is tuned 2-3 times a year in conjunction with the YPOF concerts.
 - c. Organ/piano cannot be moved except by permission from the Director of Music or the Office Manager. If they are moved, attention must be paid to the wires and the piano humidifier.
3. FPCY does not have a custodian. The renter is responsible for setting up prior and clean up following the event. The space must be returned to the condition it was in prior to the event.
 - a. If furniture needs to be moved, please take a picture before doing so. Please return all of the furniture to its' proper position. Do not slide the furniture.
 - b. If the kitchenette was used: wash/put away dishes, wipe down counters, gather trash, and sweep up the floor.
 - c. Take trash to the dumpster when leaving. Replace the garbage bags – more are in the cleaning closet next to the first-floor bathroom.
 - d. Turn off all lights, including hallway and all bathroom lights.
 - e. The renter shall be responsible for paying costs incurred by FPCY in cleaning, repairing, or replacing any part of the building which has been carelessly or irresponsibly subjected to more than normal wear and tear by the renter.
4. FPCY works to maintain a safe and secure environment within the facility, however, no systems are foolproof. We ask that all renters pay close attention to personal property and valuables, not leaving them unattended. FPCY is not responsible for theft or damage to personal property.
 - a. Parking in the church parking lot is available during the period of time that a group is contracted to use the facility. Parking is available on a first-come, first-served basis. Any damage to vehicles is at the owner's expense; FPCY is not responsible for theft or damage to personal property.
 - b. A FPCY office staff member will meet to let the renter into the building, open the sanctuary, turn on the lights, and show where the 3 bathrooms are.
 - c. The renter (main person) must sign in and out. Also, move the in/out magnet of the *sanctuary performers* to the proper spot. This is so the alarm is not turned on with others still in the building.
 - d. For security purposes, the renter must have a person man the main sanctuary outside doors (on Washington St.) while the doors are unlocked.
 - e. No one is allowed in the balcony **at any time**.

- f. When finished, make sure all four sanctuary doors are locked. (Two to hallway, two to outside.)
5. No food or drink is allowed in the sanctuary. No smoking or alcohol is allowed on the premises. (This means smoking is not permitted in any part of the building or property). Violation of this rule is sufficient grounds to terminate the renter's use of the building and/or to deny use in the future.
 6. Sanctuary Tech Support. The sound/single camera video system in the Sanctuary has been professionally designed and installed. No additions or changes to the sound system may be made under any circumstances. The Sanctuary recording system is available upon request. The system must be operated by FPCY technicians (at a cost of **\$50 per hour, \$100 minimum per event**) or by technicians preapproved by FPCY technician. Other sound, recording or video equipment may not be attached to this sound system through cables or connectors without prior approval by the FPCY technician. **Please supply a flash drive (USB 3.0)** for the technician to transfer your recording onto. We can provide a flash drive for the cost of \$10. **DISCLAIMER:** In the event that technical difficulties prevent delivery of a recording; then all recording fees will be waived.
 7. To book the space please call the church office 482-1525 and speak with the Office Manager, Ms. Gerry Stockinger, to confirm availability and book an event date and rehearsal date if needed.
 - a. The deposit must be made within 24 hours of booking.
 - b. All remaining fees are to be paid at least 24 hours prior to the event.
 - c. The check may be hand delivered to the church office (hours 8:30-3:00 Wednesday or Thursday) or by mail.
 8. If other rooms of the church are needed, they must also be reserved and paid for. Ask about availability and costs.
 9. The church reserves the right to cancel an event.
 10. Please fill out the following and submit it, along with the deposit once the date is confirmed.

Renter Name: _____ Signature: _____

Group Name: _____

Best phone number: _____

E-mail: _____

Event Date: _____

Event Times: (start time) _____ (end time) _____

Rehearsal Date(s) _____ at (times) _____

Please describe the event (please include the number of people expected):

FEES:	
Event Fee	\$ 300
Booking/Cleaning Deposit	\$ 100
Additional Rehearsal Day \$300 x ___(days)	\$ _____
Use of Organ \$200	\$ _____
Tuning \$	\$ _____
Sanc. Tech Support \$50 x ___(hour) = (minimum \$100 per event)	\$ _____
Flash Drive \$10	\$ _____
TOTAL FEES	\$ _____

For Office Use	
Date Confirmed with Office: _____	Music Director _____
	Sanctuary Tech Support _____
Event Date(s) Placed on Wall Calendar: _____	
Received \$100 cleaning deposit payment on _____,	check# _____
Received event payment on _____,	check# _____
Refunded cleaning deposit payment on _____	
Opener \$25/Closer \$25 paid _____	