

# MACEDON HISTORICAL SOCIETY

## USE OF FACILITIES POLICY & PROCEDURES

Historic Macedon Academy  
1185 Macedon Center Rd.  
Macedon, NY 14502

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Business Address:  
**Macedon Historical Society**  
**PO Box 303, Macedon, NY 14502**  
**315-538-0051 (leave a message)**

## **General Policy and Procedures**

### **Purpose**

This document describes the procedures for the use of Historic Macedon Academy building, property and/or grounds, and the rules pertaining to their use.

### **Date of Adoption: July 7, 2019**

The Appointed Officers reserve the right to amend this policy.

### **Facilities/Property Available for Use**

- Auditorium, meeting area, kitchen
- Folding tables and chairs
- Academy grounds

### **Facility Use Eligibility**

- Individuals and/or groups representing not-for-profit organizations.
- Outside groups that use the facility on a regular basis must provide Macedon Historical Society with a Certificate of Insurance.
- Certificates of Insurance are not required for one-time-users of the facility.
- Commercial vendors (such as caterers, florists, musician groups) must have a Certificate of Insurance if possible to obtain.
- An adult (21 years or more) must submit a **Reservation Request Form**.
- Use of the facility does not constitute endorsement of the purpose or goals of that individual or group.

### **Procedures (Facility Use)**

- Facility use forms are available on line, [www.macedonhistoricalsociety.org](http://www.macedonhistoricalsociety.org) or by calling 315-538-0051 and leave a message
- Reservations for facility use are on a first-come, first-serve basis.
- The Historic Macedon Academy is a “Carry In – Carry Out” facility. Users are liable for any damages or cleaning expenses resulting from their use of the facility. A minimum fee of \$50.00 will be charged for Academy equipment in need of repair or cleaning and/or litter/trash removal after use.
- Applicants may donate for use and upkeep of the facilities. See donation schedule on page 4.

### **Procedures (Facility Cancellation)**

- Contact 585-455-3798 or email [president@macedonhistoricalsociety.org](mailto:president@macedonhistoricalsociety.org) to cancel facility use at least 48 hours in advance of the scheduled date.
- Macedon Historical Society reserves the right to cancel a reservation and will endeavor to give 48 hours’ notice.

### **Procedures (Recurring Reservations)**

- The number of reservations made for recurring use will be kept to a reasonable limit.
- Macedon Historical Society reserves the right to deny a request, and/or rescind on-going reservations. Notice of rescinded facility use will be provided 48 hours in advance of the next use date.

### **Facility Use Rules**

- Keep noise levels to a minimum, so as not to disturb our neighbors.
- Supervision by at least one adult (21 years or older) is required for every 6 children.
- Use only the areas or rooms reserved. Do not enter office, archive room or kitchen without permission.
- **Tobacco, alcohol and/or drugs are NOT permitted on the Academy premises.**
- FOOD AND BEVERAGES are limited to meeting room & Kitchen and are NOT ALLOWED in any other area.
- Use of candles is prohibited
- MHS enforces a “Carry In – Carry Out” policy, and facilities must be left in a clean condition (see General Housekeeping Expectations, page 3).
- Parking is provided at the Macedon Center Methodist Church North Parking lot. Parking along 31F is dangerous and illegal - cars can be ticketed or towed by police agencies.
- Handicapped parking is available between the north side of the flag pole and the front of the Academy.
- Parking is not allowed on the east side of the Academy. For use by EMERGENCY VEHICLES. Large gatherings vehicles should park at the MC Methodist Church North Parking Lot
- Facility users cannot store supplies and equipment at the Academy unless granted permission by an Appointed Officer of MHS. Any storage space granted may be rescinded at any time that MHS deems need for the space.
- Facility users cannot attach signs or posters to any inside walls or bulletin boards.
- Outside signs must be stored off-site and displayed only during a specific event.
- Keys may be issued to regular users. If a one-time user is issued a key, it must be returned to the Treasurer on the next weekday following use. KEYS are to be used only by the designated user and are NOT TO BE COPIED.
- Facility users must secure the building at the end of their event – Close and lock all windows and doors and turn off all lights in the area(s) used.
- Facility users must report personal injuries and/or facility damage IMMEDIATELY to the Macedon Historical Society –585-455-3798
- Facility users are expected to pay for needed cleaning (see General Housekeeping Expectations) or any facility damage repair work, as appropriate.

**VIOLATION OF THESE RULES CAN LEAD TO USERS BEING  
DENIED USE OF the HISTORIC MACEDON ACADEMY FACILITIES.**

## **General Housekeeping Expectations**

Facility users are responsible for the cleanliness, security and energy requirements in accordance with this policy. If the building is not left in order then the responsible group will be expected to pay for custodian services. **Report any problems, loss or damage to the Macedon Historical Society.**

### **Auditorium and Meeting Rooms**

1. “Carry In – Carry Out” policy by removing litter or trash. Trash must be removed from the Academy
2. Leave used areas in a presentable appearance – counters, tabletops and floors clean.
3. Return all room furniture to original positions.
4. **Tables & Chairs must be disinfected after use.**

### **Kitchen**

1. “Carry In – Carry Out” policy by bagging garbage or trash. Trash must be removed from the Academy.
2. Wipe all counters, stove, microwave and refrigerator surfaces. Wipe any refrigerator or microwave interior spills.
3. Sweep floors and damp mop spills.
4. Wash, dry and put away all used dishes, silverware and cooking utensils.
5. Do not leave leftovers, including liquids –these must be removed from facility.
6. Check that all related appliances, stoves, lights, etc. are shut off.
7. **All counters and tables must be disinfected after use.**

### **Bathroom**

1. After completion of building use, bathrooms are to be swept clean, and trash removed.

### **Sidewalk to the Academy**

1. Leader/ Adult must clear the sidewalk upon arrival when necessary

## **Suggested Donations for Facility Use**

Not-for-Profit or Non-Profits are requested to make a reasonable donation, unless it is an advertised event, at which time there will be an adjusted fee negotiated with the Appointed Officers of the MHS.

## **Special Use Donations for Other Users**

- |                |               |
|----------------|---------------|
| • Auditorium   | \$100 per day |
| • Kitchen      | \$45 per day  |
| • Meeting Room | \$20 per day  |

Folding Table and accompanying 8 chairs for an offsite event	\$10.00 per table
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