

MACEDON HISTORICAL SOCIETY

USE OF FACILITIES POLICY & PROCEDURES

Macedon Center Meetinghouse
1208 Macedon Center Rd.
Macedon, NY 14502

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Business Address:
Macedon Historical Society
PO Box 303, Macedon, NY 14502
585-455-3798 (emergency, non-life threatening)

General Policy and Procedures

Purpose

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

Date of Adoption: November 8, 2022

The Appointed Officers reserve the right to amend this policy.

Facilities/Property Available for Use

- Main Meeting Room
- Kitchen
- Meetinghouse grounds
- Small Classroom and/or Large Classroom
- ADA Bathroom
- Folding Tables & Chairs

Facility Use Eligibility

- Individuals and/or groups
- 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.
- 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 or by calling 585-455-3798 and leaving a message
- Reservations for facility use are on a first-come, first-serve basis.
- The Macedon Center Meetinghouse is a “Carry In – Carry Out” facility.
- A \$50.00 deposit is required at the time of the contract. This will be refunded after the event if there are not damages to the property.
- Users are liable for any damage or cleaning expenses resulting from their use of the facility. The deposit will be kept if any equipment in need of repair or cleaning and/or litter/trash removal after use.

Procedures (Facility Cancellation)

- Contact 585-455-3798 or email 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 or classrooms without permission.
- Tobacco, vaping, and/or drugs are NOT permitted on the premises.
- Alcohol (BYO) is allowed on the premises by responsible adults over 21 years of age.
- FOOD AND BEVERAGES are limited to the meeting room and are NOT ALLOWED in any other area.
- Use of candles is prohibited unless granted permission by an Appointed Officer of the Macedon Historical Society.
- MHS enforces a “Carry In – Carry Out” policy, and facilities must be left in a clean condition (see General Housekeeping Expectations, page 3).
- Normal parking is provided. **Parking along 31F is dangerous -**
- Parking is not allowed on the east side of the Meetinghouse (cemetery side). For large gatherings, vehicles can park at the MC Methodist Church North Parking Lot during the Winter. Summer months, cars can park along the west side of the building.
- Facility users cannot store supplies and equipment at the Meetinghouse unless granted permission by an Appointed Officer of MHS. Any storage space granted may be rescinded at any time that MHS deems to need for the space.
- Facility users cannot attach signs or posters to ceiling fans, light fixtures or bulletin boards. Signs and posters maybe tacked on inside walls with Painters tape and removed after the event.
- Outside signs must be stored off-site and displayed only during a specific event..
- 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 MACEDON CENTER MEETINGHOUSE 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 group responsible will be expected to pay for custodian services. **Report any problems, losses, or damage to the Macedon Historical Society.**

Meeting Rooms

1. “Carry In – Carry Out” policy by removing litter or trash. Trash must be removed from the Meetinghouse.
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 Meetinghouse.
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 the facility.
6. Check that all related appliances, stoves, lights, etc. are shut off.
7. Take home, wash, and return used towels and clothes.
8. **All counters and tables must be disinfected after use.**

Bathroom

1. After completion of building use, bathroom is to be sweep clean and trash removed.

Sidewalk to the Front Door of the Meetinghouse

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

Fee Structure

The Meetinghouse Facility Use Fee Structure

Meeting Room Macedon Residents and Non-Profit/Not for Profit **\$60.00 per day**
Includes Tables and Chairs and Kitchen use for just refreshments

Meeting Room for those living outside Macedon **\$65.00 per day**
Includes Tables and Chairs and Kitchen use for refreshments (no kitchen appliances usage)

Community Event Non-Profit/Not for Profit – negotiable

Kitchen – catering event in addition to Meeting room rental **\$45 per day in**

Macedon Historical Society Members receive a discount on the fee for the use of the building.

The Meetinghouse can be rented for a flat donation of \$4500/year for the use of the building. This would include:

Use of the Meeting Room, Kitchen.

36 meetings per year (scheduled through an MHS officer)

An area to use for a file drawer and Cabinet to store your materials. (The Group renting would provide such equipment and locks)

A request for a Certificate of Insurance for the Organization would be warranted.

Donation to use tables **offsite** at a different location.

- Folding Tables and Chairs \$10.00 per table & accompanying 8 chairs Delivery not included

**Upon reading the procedure for use of the facility,
fill out the Reservation Request Form and email the form to:**

president@macedonhistoricalsociety.org

**Confirmation with signature form will be emailed to the contact person. A deposit is
required at that time to reserve your date(s).**

If you'd like a tour or have questions of the facility, call 585-455-3798 leave a message