



Facility Brochure & Request Form

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www.starbethbc.org

Star of Bethlehem Baptist Church Facilities:

Our entire facility can hold a capacity of 815 guests. To learn more about each area, their features, and their configurations see the information below:

Main Sanctuary & Foyer

The auditorium can seat up to 600 guests with a stage area, choir stand, baptistery, pulpit, and speaker's podium.

- Musical instruments available include concert grand piano, Hammond B3 Organ, drum set.
- Professional audio/visual capabilities include: (2) 90 in. LCD TV Screens, (1) 75 in. LCD TV mounted in the rear, a HDMI Cord & connection in the front of the sanctuary, along with (4) Wired microphones, and (4) cordless Mics.



Conference Room

This Multi-purpose space has a large conference room table with chair and a smart TV. The Room can accommodate up to 40 people based on the room set up.



William E. Horton Fellowship Hall:

This Multi-Purpose space can accommodate up to 300 guests. It is equipped with a commercial kitchen, a pantry, storage space, a raised stage, a pull-down projector screen, a ceiling mounted projector, DVD player, HDMI cord and connection, a portable piano, and full Audio system with wired microphone.

Seating Capacity: Theater Style: 250 people / banquet with Rounds of 8: 215 people



Fully Equipped Commercial Kitchen

- Two Ovens & Stove with Grill & Hood
- Ice Maker
- Dishwasher
- 2 Deep Freezers and 1 refrigerator



Classrooms (1-6)

The church has 6 classrooms. All equipped with chalkboards and Flat screen TVs. Each room is a different size. Some can accommodate up to 30 persons depending on the room set-up.

Seating Capacity:

- Classroom style: 15- 20 people
- Theater/lecture style: 20-25 people
- T-Shape: 20 – 25 people
- Circle style: 25-30 people
- Semi-circle style: 20-25



Nursery/Bridal Suite

This space is child friendly. It is divided by a glass wall for mothers who are breastfeeding, a changing table, a Flat screen TV, and a child's half bathroom.



Equipment:

The following items are available for use in any room in our facility.

- Portable TV Monitors: 1
- Portable DVD Player: 2
- Portable LCD Projector: 1
- Portable Podium: 4
- 6 ft. Square Tables: 20
- Round Tables: 22
- Banquet Chairs: 300

Church Campus Usage Policy

General Policy for Campus Usage:

1. Star of Bethlehem Baptist church will not be used to indicate **endorsement of a political party or platform.**
 2. **All persons must be fully Vaccinated to attend service/event.** If not vaccinated, must provide proof of medical exemption and negative COVID 19 viral test within 24 hours of service/event.
 3. **Alcoholic beverages** are prohibited on church property. **The use of tobacco** is prohibited inside church buildings and immediately outside of all church exit doors.
 4. **No weapons** will be permitted on church property.
 5. **Pets are prohibited.**
 6. **Children in attendance** must be properly supervised by adults at all times and should remain only in areas designated for the particular function.
 7. **Events for youth and children in the building or on the church grounds must be supervised by adults at all times:**
Childcare: If you are going to need a separate area (such as one of our classrooms) for childcare during an event, then the Reserving Party is responsible for providing both adequate adult supervision and the supplies/toys that the children will use. Star of Bethlehem Baptist Church supplies/toys are not available.
 8. **Use of tacks, nails, glue, paint, glitter or tape** (other than scotch tape) is forbidden everywhere in the church without prior authorization from the Church Trustees.
 9. **Moving Furniture:** All furniture moved must be returned to its original setting at the end of the event.
 10. **Church equipment, furnishings or kitchen items may not be removed from the premises.**
 11. Users are responsible for the cost of fixing the damage and/or replacement of equipment.
 12. **Programs held in Church Facilities on weekends** are encouraged to conclude no later than 9:00 PM to allow our custodial staff ample time to clean.
 13. Church equipment and furnishings may not be borrowed or rented for use outside of the church facilities.
 14. No use of music with profanity.
 15. **Events including food require the following:** Star of Bethlehem Baptist Church does not allow any on-site food preparation. All food items must be prepared by our Culinary Staff. All food preparation fee(s) will be discussed between Culinary Staff & renter. Also, the company and/or organization must provide their own paper products, e.g. plates, napkins, cups, utensils, etc.
- Any situation not covered in this general policy or the specific policy will be handled on an individual basis by the Executive Administrative Assistant or designated Church Trustee.*

Room Reservations:

Individuals or groups requesting use of rooms must complete and submit a “Building Usage Request” no later than 3 weeks prior to the requested event. After the request has been submitted, the Executive Administrative Assistant will then review the form and notify the individual or group requesting room usage regarding the status of their request.

Tentative reservations may be penciled in at Star of Bethlehem. However, all reservations are held on a first option basis and the reservation fee is due no later than five (5) working days from the event is penciled in. After this time, the event is removed from Star of Bethlehem Baptist Church’s calendar, and the date is again open to other groups or individuals. Star of Bethlehem reserves the right to cancel any event that has not been reserved by submitting of reservation and/or any other forms or event fees.

Proof of Active Liability Insurance:

All visiting groups/organizations requesting **use of rooms in Star of Bethlehem** are required to **provide written proof of active, liability insurance. Insurance Coverage must be no less than \$1,000,000.00.**

Contact Person:

Each group requesting use of rooms must provide a contact person who is responsible for:

- Ensuring that all areas are left in a neat and orderly condition.
- Ensuring that all event fees and forms are submitted in a timely manner to the Church
- Notifying the Trustee on Duty of any church owned property that has been damaged during an event.

Church Equipment:

Chairs and tables are in each room for meetings and special programs. Individuals and groups are asked to designate per “building usage form” if any additional equipment is needed. Audio-Visual Equipment belonging to the church may be made available if the equipment is operated by qualified personnel.

Age Restrictions:

For safety purposes, children under the age of 12 are not allowed in kitchen. Youth over the age of 12 and under the age of 16 must be supervised by adults while in the Kitchen.

Closing and Securing the Building:

At the conclusion of each program, the group’s representative is responsible for notifying the Trustee on Duty that the event has concluded and all guests have left the church premises.

Building Usage Fee Structure

- 1. Room Reservations Fee:** A \$50.00 reservation fee must be provided to the Executive Administrative Assistant to secure your reservation. This fee is non-refundable.
- 2. Room Set-Up/Custodial Fee:** A \$125.00 set-up fee is required for your room to be set-up before and cleaned and broken down following your event.
- 3. Audio/Visual Fee:** A \$50.00 fee is required for a member of the Star of Bethlehem Audio/Visual Ministry to operate the Audio/Visual equipment in the Main Sanctuary.
- 4. Building Usage Fee:** Active members of Star of Bethlehem holding events in Star of Bethlehem are provided a **20%** discount off all building usage fees. The following is a breakdown of room usage fees.
 - *Sanctuary- \$500.00 (for a (4) hour time block)
 - William E. Horton Fellowship Hall - \$400.00 (for a (4) hour time block)
 - Conference Room/Classrooms - \$200/room (for a (4) hour time block)
 - Sanctuary & Fellowship Hall - \$800.00 (for a (4) hour time block)
 - Parking Lot - \$250.00 (for a (4) hour time block)**The use of the Sanctuary must be approved by the Senior Pastor. **

Arrival & Departure Times:

The building usage fee covers a four-hour block of time that includes set-up activity and clean-up time. Requests for extensions to the allotted four-hour time period should be made with the Executive Administrative Assistant at the time the event reservations are made. Groups exceeding their allotted times will be charged an additional \$15.00 for every 30 minutes.

End of Event Responsibilities:

Each group using Star of Bethlehem's facilities is responsible for leaving the rooms in a "neat and orderly" manner. Star of Bethlehem's maintenance staff will provide the usual maintenance of vacuuming, taking down tables, and storing chairs. In the event there are any damages to the building, church equipment, or furnishings, we reserve the right to contact your insurance carrier for restitution.

Cancellation Policy:

Events that are cancelled within (20) days of the event will be charged ½ of the event's total. No refund will be made if cancelled within (5) days prior to the event. Star of Bethlehem reserves the right to cancel any event in which fees are not paid within (14) business days of the event.

Reservation fees are not refundable.

BUILDING USAGE REQUEST FORM

INSTRUCTIONS: COMPLETE ALL SECTIONS OF THIS FORM. THE ADMINISTRATIVE OFFICE WILL MAKE EVERY EFFORT TO ACCOMMODATE YOUR REQUEST. HOWEVER, PLEASE BE ADVISED THAT THE SUBMISSION OF THIS FORM DOES NOT GUARANTEE APPROVAL OF REQUEST. THEREFORE, PLEASE DO NOT ADVERTISE YOUR EVENT UNTIL YOU HAVE RECEIVED CONFIRMATION OF APPROVAL FROM EITHER THE EXECUTIVE ADMINISTRATIVE ASSISTANT OR THE PASTOR

Name of Group: _____

Representative: _____

Billing Address: _____

Phone Number: () _____

Email Address: _____

Event: _____

Date: / / Day of the Week **M** **T** **W** **Th** **F** **Sat** **Sun**

Event Begins: AM/PM Event Ends: AM/PM

Approximate Attendance Expected: _____ People

Will tickets be sold? Yes ☐ NO ☐ If so, what is the cost per ticket?

Will food be Served: Yes ☐ NO ☐ if yes, our Culinary Staff will contact the renter.

FACILITIES NEEDED

Facilities Needed: please check all that apply

- ☐ Sanctuary ☐ Conference Room * ☐ Parking Lot ☐ Bridal Suite/Nursery*
☐ Fellowship Hall * ☐ Classroom #1 ☐ Classroom # 2 ☐ Classroom # 3
☐ Kitchen ☐ Classroom #4 ☐ Classroom #5 ☐ Classroom #6

**Please provide set-up diagram if you will be using a room with an * by it.*

Equipment Needed: Please specify what equipment you need

- ☐ 6ft. Square Tables (approximate # _____) ☐ Round Tables (approximate # _____)
☐ Banquet Chairs (approximate # _____) ☐ LCD Projector
☐ Projection Screen ☐ DVD Player # _____
☐ TV ☐ Easel

Requested by: _____ Date of Request: _____

Please Note That All Requests Need To Be Submitted AT LEAST THREE (3) WEEKS In Advance Of Event's Date!

FOR OFFICE USE

Approved by_____

Payment Method: ☐ Check

☐ **Money Order** ☐ **Credit**

Amount Received: \$_____

Check/Receipt #: _____

Date Received: _____

Copies given to:

Executive Administrative Assistant	Custodian	Trustee	Culinary Coordinator
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