

**APPLICATION FOR USE OF FACILITIES
FIRST PRESBYTERIAN CHURCH
1731 CHURCH STREET, RAHWAY, NJ 07065
OFFICE: (732) 382-0803 / FAX: (732) 382-1506**

APPLICATION MUST BE RECEIVED AT LEAST ONE MONTH PRIOR TO USE.

Date: _____

Name of Organization: _____

Rooms to be used (check area requested):
Davis Fellowship Hall (Rm. #15)

Donation:
\$400.00 for 5 hours
(\$200.00 security deposit mandatory--will be returned if hall is left in the same condition as it was before the event)
Use of kitchen – additional \$50.00

Kitchen Yes / No Stove Yes / No

Squier Community House:

Gymnasium
Meeting Room-Small (Rm. #26)
Library (Rm. #19)
Sanctuary

\$200.00
\$75.00
\$100.00
*\$100.00 for a Funeral / **\$400 for a Wedding:
*\$200 refundable deposit due by day of the funeral
**\$200 refundable deposit due with application; balance due no later than wedding rehearsal

*EXTRA FEE: \$100.00 (per hour over 5 hours)

Date(s) required for use: _____

Time: from _____ to _____

(At no time shall the function go past 11:00PM unless approved by Session prior to the function. Emergencies may take precedence, such as a funeral, you will be notified of the conflict and other arrangements will be discussed.)

Purpose of Meeting: _____

Number of people expected to attend: Adults _____ Children (include age-range) _____

Admission to be charged (if any): _____

If so, funds to be used for the following purposes: _____

Requirements: # of Chairs _____ Tables _____ Lectern _____

Name of person responsible for group (must be over 21): _____

Address: _____ Phone #: _____

Person responsible for group agrees to assume responsibility for the preservation of order; of said property and liability for any damage there to or loss that may accrue, and for the observation of all regulations governing use of the building. Also that person must be in attendance at all times. Since there is no janitorial service, ALL clean-up is to be done by users. Applicant will be told where extra supplies are kept and where brooms and mops are stored.

List additional leaders, addresses and phone #'s on the reverse side (reverse side also lists our 'Rules Governing Use of Building').

Signature of applicant(s): _____

- A DEPOSIT OF \$50.00 (UNLESS NOTED OTHERWISE) MUST BE SUBMITTED WITH THE APPLICATION; MAKE CHECKS PAYABLE TO: **FIRST PRESBYTERIAN CHURCH**
(Members and non-church members must submit a \$50.00 deposit (unless noted otherwise) when submitting an application. This deposit will be returned after the areas are inspected. If the areas are not cleaned satisfactorily and we must have someone clean the areas, you will not get the refund of the deposit.)
- Applicants (non-church members) must submit a certificate of insurance to the church office one week prior to date requested.
- The minimum Commercial Liability limits requested should be: \$300,000.00 CSL. The applicant should name "First Presbyterian Church" as an Additional Insured with respect to the applicant's use of the church's premises.

FOR OFFICIAL USE:

Date application was received: _____

Approval of Session: _____

Posted to church schedule: _____

Donation (if any): _____

Was clean-up satisfactory: Yes _____ No _____

RULES GOVERNING USE OF BUILDING

This building is maintained by volunteers and kept clean by groups using the building. Do not leave a mess for other groups. It is important to adhere to the following:

1. No smoking anywhere in the building.
2. No alcoholic beverages unless specifically approved by Session.
3. There must be an adult supervisor at all times in all rooms used.
4. Do not slide tables – this scratches the floors, weakens the legs, and can break them. Put tables and chairs back. Do not sit, lay or stand on tables.
5. Do not staple or tape anything to walls or doors; use the bulletin boards.
6. Make sure toilets are flushed and sink water faucets turned off.
7. You must clean-up the room(s) you used including tables, sweeping, and wet mopping, if necessary.
8. Empty drinks in sink and if recyclable, put in recycling container—not in the garbage.
9. All garbage must be put in garbage cans located outside the kitchen door (we supply the garbage can liners). Do not place garbage in a garbage can without a garbage bag.
10. Check to ensure all lights, heating, and air conditioning are shut off before exiting.

NOTE: If you do not abide by the rules or you damage property – you forfeit the deposit.

If there is a fire alarm: shut all doors and exit the building.

WE RECYCLE OUR PLASTIC AND GLASS

Special containers are located near kitchen

List Additional Leaders Info Below: