

APPLICATION FOR USE OF CHURCH FACILITIES

Please complete the following form and return it to the Church office as soon as possible.

Date Requested: _____ Time Requested: _____
(Start time - Finish time)

Name of Group/Organization: _____
Please Print

Name of Individual making application: _____
Please Print

Address: _____

Telephone No.: _____ Cell No.: _____ E-Mail Address: _____

Type of Meeting to be Held: _____ Anticipated Attendance: _____

Facilities Desired:

- | | |
|---|---|
| <input type="checkbox"/> Fellowship Hall* \$175.00 | <input type="checkbox"/> Sanctuary* \$160.00 |
| <input type="checkbox"/> Children's Party**** \$200.00 | <input type="checkbox"/> Hall & Kitchen** \$350.00 |
| <input type="checkbox"/> Small Room*** \$ 50.00 | <input type="checkbox"/> Large Room*** \$ 60.00 |

* \$100.00 deposit required for rental of the Fellowship Hall and Sanctuary to be returned once compliance with responsibilities on reverse have been verified.

** This is for the first 4 hours. There is a \$100.00 charge for each additional hour. A \$100.00 deposit required for rental of the Hall and Kitchen to be returned once compliance with responsibilities on reverse have been verified.

*** Room rental rates cover one hour; each additional hour (or part thereof) is \$15.00. Small room maximum is \$140.00 per day. Large Room maximum is 150.00 per day

**** Children's Parties are from Noon to 8pm only on Saturday's. A \$100.00 deposit required for Rental of the Hall. To be returned once compliance with responsibilities on reverse have been verified.

CLEANUP IS THE SOLE RESPONSIBILITY OF THE APPLICANT

IMPORTANT! PLEASE NOTE THE FOLLOWING

1. The applicant understands that if the facilities applied for are needed at any time for an important Church function, they will be contacted so that other arrangements can be made.
2. Applicant agrees to exercise the utmost care and consideration of the church facilities used, making sure all lights are out, all windows closed and doors locked when they leave premises. If a key to building has been borrowed from the church office, it will be returned promptly.
3. Applicant is responsible for cleanup after their use of the building. *See reverse side for specifics.*
4. Applicant understands that the rental fee along with any associated deposit is due prior to the usage date.

5. Applicant further understands there will be **NO SMOKING AND NO ALCOHOLIC BEVERAGES** anywhere in the building. **HELIUM FILLED BALLOONS are prohibited from the Fellowship Hall and Sanctuary.**
6. In an effort to be ecologically conscious, we are requesting that all trash and recycling be disposed of appropriately. There are three dumpsters in the parking lot behind the kitchen, one for trash, one for paper/cardboard and one for plastic/glass recyclables. At no time should general trash be placed in the paper/cardboard or plastic/glass recycling dumpsters. In the event that this occurs, there will be an additional charge.

Responsibilities for Those Using Church Facilities

1. All tables, chairs or other items used should be wiped clean and returned to storage space (under stage), or to their original position.
2. Sweep and mop floors as necessary. Cleaning supplies are located in the janitor closet in Fellowship Hall.
3. Empty all garbage and trash into the larger dumpster outside rear of kitchen. No trash or garbage is to be placed in the smaller paper recycle dumpster which is only for paper and cardboard.
4. Remove any decorations including signs, string and tape.
5. Bathrooms used by guests are to be cleaned, including sinks wiped out and trash cans emptied.
6. Close and lock all windows and doors, and turn off all lights prior to leaving.
7. Regarding Fellowship Hall rental, if the desire is to have the event catered, all food items are to be served only on the hard surface or tile area. Kitchen access is allowed only for the sinks in the kitchen area, for the purpose of cleaning table surfaces or floor area.
8. Kitchen Facilities are off limits unless contracted. Kitchen access is allowed only for the sinks in the kitchen area, for the purpose of cleaning table surfaces or floor area.
9. It is the responsibility of the contracted party to return the room and facility to the original condition and in the case of Fellowship Hall, the Sanctuary and the Kitchen, a separate deposit of \$100.00 will be held in escrow to insure this promise.
10. Doors can be fastened open for delivery, for other reasons, must remain closed to conserve energy and follow the requirements of West Windsor Township Health department.
11. Children shall remain under the guidance of the adults, not in other parts of the building.

In case of emergency not covered by 911, emergency contact numbers are posted on the wall in the kitchen. Look to the wall on the left as you enter the kitchen.

We have read the above rules regarding use of the facility and agree to adhere to these requirements.

Signed _____
(Signature of Applicant)

Date _____

Office Use Only
Approved: _____
Denied: _____
Initialed: _____
Notified: _____