

**First Presbyterian Church of Dutch Neck**  
 154 South Mill Road, West Windsor, New Jersey 08550  
 admin@dutchneckpresbyterian.com 609-799-0712  
 Application for Use of Church Facilities

Office Use Only
Fee & Deposit Rcvd _____
Keys Returned _____
Deposit Returned _____
<small>revised 4/18</small>

Please complete this form and return it to the Church office as soon as possible.  
 Signed application, rental fee, and deposit are required before event dates are officially scheduled.  
 Warning: If the facilities that have been rented are needed at any time for an important church function, the applicant will be contacted so that other arrangements can be made.

Application Date: \_\_\_\_\_

Event 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     \$220.00*<br>plus \$200 deposit<br><input type="checkbox"/> Fellowship Hall     \$415.00**<br>and Kitchen            plus \$200 deposit<br><input type="checkbox"/> Sanctuary             \$ 175.00***<br>plus \$100 deposit | <input type="checkbox"/> Small Room             \$55.00****<br><input type="checkbox"/> Large Room             \$65.00****<br><input type="checkbox"/> Children's Party     \$220.00*<br>Only between        plus \$200 deposit<br>1pm to 8pm on<br>Saturdays |
|--|---|

All deposits will be returned once compliance with responsibilities on reverse have been verified and keys are returned to church office.

\* For the first 4 hours; there is a \$110.00 charge for each additional hour.

\*\* For the first 4 hours; there is a \$150.00 charge for each additional hour.

\*\*\* For the first 4 hours; there is a \$80.00 charge for each additional hour.

\*\*\*\* Small and Large room use fees 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.

**CLEANUP IS THE SOLE RESPONSIBILITY OF THE APPLICANT**

**IMPORTANT! PLEASE NOTE THE FOLLOWING (over)**

## Responsibilities for Those Using Church Facilities

**Sanctuary:** No food or drink is allowed. All components of the altar must be returned to their original position if relocation is needed during the facilities use time period. Special care should be taken with altar candles as they contain oil.

**Fellowship Hall:** if the kitchen has not been rented, but the event is catered, all food must be served at the kitchen end of the hall where there is no rug. Kitchen access is allowed only for the sinks, for the purpose of cleaning table surfaces and access to the garbage bins.

### All rentals

1. Applicant understands that the rental fee along with any associated deposit is due prior to the usage date.
2. Applicant agrees to exercise the utmost care and consideration of the church facilities used.
3. Applicant further understands there will be NO SMOKING AND NO ALCOHOLIC BEVERAGES anywhere in the building.
4. Doors can be fastened open for delivery, but otherwise they must remain closed to conserve energy and follow the requirements of West Windsor Township Health department.
5. Children must always be under the direct supervision of adults.
6. Guests may enter only the rented parts of the building.
7. To protect our ceiling fans HELIUM-FILLED BALLOONS ARE NOT PERMITTED in the Fellowship Hall and Sanctuary.
8. Smoke-generating machines and scent-generating machines are not permitted.
9. If a fine is imposed for a false fire alarm during this event, the applicant will pay the fine.
10. Applicant is responsible for cleanup after their use of the building.
  - Remove any decorations including signs, string and tape.
  - All tables, chairs or other items used should be wiped clean and returned to storage space (under stage), or to their original position.
  - Sweep, vacuum, and mop floors as necessary. Cleaning supplies are located in the janitor's closet in Fellowship Hall.
  - Clean bathrooms used by guests; wipe out sinks, pick up trash, empty trash cans, and turn off lights.
11. All trash must be disposed of appropriately. There are two dumpsters in the parking lot behind the kitchen; one for trash, the other for Mercer County single stream recyclables (paper, cardboard, rinsed glass containers, number 1 or 2 plastic containers, and cans). Generic trash must not be placed in the recyclables dumpster. If trash is found in the recyclable dumpster, part of the deposit will be forfeited.
12. Return each room to its original condition.
13. Turn off all lights and air conditioners and close and lock all windows and doors prior to leaving.
14. If a key to the building has been borrowed from the church office, return it promptly.
15. Report any damage that has occurred or any problems to the office administrator.

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.

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

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Signature of Applicant)