

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: _____

Table with 2 columns: Rooms to be used (check area requested) and Donation. Rows include Davis Fellowship Hall w/Kitchen (Rm. #15), Squier Community House (Gymnasium, Second Floor w/Stage Area-Large (Rm. #21), Conference Room I (Rm. #26), Conference Room II (Rm. #25), Choir Room (Rm. #20), Meeting Room-Small (Rm. #24), Library (Rm. #19)), and Other.

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.)

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 MUST BE SUBMITTED WITH THE APPLICATION; MAKE CHECKS PAYABLE TO: FIRST PRESBYTERIAN CHURCH (Members and non-church members must submit a \$50.00 deposit 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 (homeowner insurance) to the church office one week prior to date requested.

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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

1. **No smoking anywhere in the building.**
2. **No alcoholic beverages unless specifically approved by Session.**
3. **You must clean-up the room(s) you used including sweeping and wet mopping, if necessary.**
4. **All garbage must be put in garbage cans located outside the kitchen door (we supply the garbage can liners).**

WE RECYCLE OUR PLASTIC AND GLASS

Special containers are located near kitchen

List Additional Leaders Info Below: