

Central Presbyterian Church

70 Maple Street, Summit, NJ 07901
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Application for Use of Church Facilities

Please return application by _____
 to the Director of Facilities Operations, Peter Richardson.

Organization Name and Address:	Person in Charge Name and Address:		
Telephone:	Telephone:		
Legal Purpose of Organization: Non-profit <input type="checkbox"/> Profit <input type="checkbox"/>	Purpose for which Facility will be used:		
Evidence of General Liability Insurance naming Central Presbyterian Church as certificate holder must be provided to the church prior to scheduled use.			
I certify that members and guests of the organization will adhere to the regulations governing use of Church facilities and that the organization assumes full responsibility for accidental or willful damage to Church property. <i>Note: Regulations on back of this page.</i>			
_____	_____	_____	
Officer Signature	Title	Date	
Facilities Desired:	Arrangements Needed:		
Auditorium <input type="checkbox"/> Library <input type="checkbox"/> Boardroom <input type="checkbox"/> North Classroom <input type="checkbox"/> Chapel <input type="checkbox"/> Recreation Hall <input type="checkbox"/> Choir Room <input type="checkbox"/> Sanctuary <input type="checkbox"/> Fellowship Room <input type="checkbox"/> Youth Center <input type="checkbox"/> Other <input type="checkbox"/>	Blackboard <input type="checkbox"/> Projector <input type="checkbox"/> Easel Holder <input type="checkbox"/> Screen <input type="checkbox"/> PA System <input type="checkbox"/> Organ <input type="checkbox"/> Lectern <input type="checkbox"/> Piano <input type="checkbox"/> Seating No. _____ Tables No. _____		
Name of Group	Date(s)	Time*	Contribution
1.)			
Special Instructions:			
<i>*Additional custodial charges may apply if the event is held outside of regular church business hours.</i>			
For Church Use: Action Taken: Granted _____ Rejected _____ Deferred _____			
Comments: _____			
Signed: _____ Date: _____			
Return to: Director of Facilities Operations, Central Presbyterian Church, 70 Maple Street, Summit, NJ 07901			

Rules for the Use of Central Presbyterian Church Facilities

All groups shall apply to the Director of Operations and the Church's Building & Grounds Team and agree to be bound by the following:

Approval: The Application Form must be completed and signed by the group's responsible person. If approved for use, proof of general liability insurance must be submitted. Central Presbyterian Church is required to be listed as a certificate holder and a named insured in the policy. Applications must be renewed at the beginning of each year and proof of insurance resubmitted.

Donations to the Church for use of facilities and custodial services shall be established ahead of time in accordance with the current Building & Grounds Team schedule. Payments shall be made for each quarter in advance. Delinquent donations shall mean use of Church property is no longer permitted.

Responsibility: The applicant agrees to hold the Church harmless from any and all claims of property damage, theft and personal injury. The applicant shall be responsible for any damage or theft of church property while the church's facilities are being used. Applicant agrees to receive and observe the Church's Policy on Sexual Harassment

Restrictions

1. Only those facilities for which permission has been granted shall be used by the group. Normal hours are 8:30 AM to 9:30 PM, Monday through Thursday and 8:30 AM to 6:30 PM Friday. Other hours require advance special permission from the Director of Operations.
2. No smoking, alcoholic beverages or drugs are permitted anywhere on church property. Persons seen to be under the influence of alcohol or drugs must leave the Church property.
3. Storage of a group's property is permitted only in assigned spaces. The Church will make a separate charge for any storage. No food products may be left or stored at any time in the Church.
4. The Church kitchen and dishwasher shall not be used by outside groups unless permission is granted ahead of time.
5. No electrical appliances may be brought into Church facilities.
6. As part of the standard custodial service, coffee or tea can be provided by the Church custodians only.
7. Nothing may be attached to Church walls or windows.
8. Fire and safety hazards must be carefully avoided. No flammables are to be brought into the Church. Hallways, stairs and all exit doors must always be kept clear.

Approval of use may be rescinded by the Church at any time with 30 day's notice.

Custodial Service: Set up and cleanup shall be provided as per arrangement with the Director of Operations. There will be a charge for extra or unusual service.

Church custodians are empowered to take whatever action is necessary to maintain order and assure acceptable use of Church facilities.