

# Central Presbyterian Church

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

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:		
<b>Evidence of General Liability Insurance naming Central Presbyterian Church as certificate holder must be provided to the church prior to scheduled use.</b>			
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"/> Board Room <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>			
<b>For Church Use:</b> Action Taken: Granted _____ Rejected _____ Deferred _____			
Comments: _____			
Signed: _____ Date: _____			
<b>Return to: Business Administrator, Central Presbyterian Church, 70 Maple Street, Summit, NJ 07901</b>			

## Rules for Use of Central Presbyterian Church Facilities

STATEMENT OF POLICY: Central Presbyterian Church will make its facilities available for use by non-church community groups that meet certain qualifications and who agree in writing to the following regulations. This agreement may be terminated by either party with 30 days' notice as long as facility use donations are current.

1. The Church Application Form must be completed and signed by the person responsible for the group. This form is to be submitted to the church Business Administrator. Final approval will come from the Business Administrator and the Building & Grounds Commission.
2. Proof of General Liability Insurance coverage must be submitted with the application. Central Presbyterian Church is to be included as a named insured in this liability coverage.
3. Fees for the use of the facilities will be as per the schedule in the Business Administrator's hands. Prepaid payments will be made quarterly: January 1, April 1, July 1 and October 1 for the upcoming quarter.

### RESTRICTIONS:

1. Alcoholic beverages, drugs and smoking are not permitted anywhere in the church buildings or on the church grounds.
2. Storage of non-church materials is not generally provided. If storage is requested, it must be approved ahead of time and a charge will be made. Such storage will only be in approved church areas.
3. Coffee, tea or other refreshments will only be prepared by church personnel at additional charge and only with ahead of time approval. Left-behind baked goods, crackers and other refreshments must not be left on church property and must be disposed of properly.
4. Nothing of any kind shall be attached to church walls or property.
5. Outside groups shall not use church property from Noon on Friday through 6:00 PM Sunday.
6. Fire and safety hazards must be avoided at all times. No flammables are to be left in the church. No items may be deposited in hallways, on stairways or near any exit doors or passageways.

### RESPONSIBILITY:

1. The user of the facilities shall be responsible for any damage or loss to church property. Reimbursement for damages will be made from the quarterly pre-payment charges
2. The church will not be responsible for personal accidents or injuries to outside personnel. The church will not be responsible for loss, damage or theft of property or possessions of the user.

### CUSTODIAL SERVICE:

1. Custodial service will be provided as per arrangement with the Administrative Manager. Extra or unusual service will be charged.
2. Custodians are empowered to take whatever action is necessary to maintain order and to assure acceptable use of church facilities.