



First Presbyterian Church
of **Cranbury**

22 South Main Street
Cranbury, NJ 08512

Buildings & Grounds Request Form

Please complete the following form and return to the Church Office as soon as possible. Add 30 days lead time to allow for Session approval.

Date of Application:

Name of Organization

Address

<input type="text"/>	<input type="text"/>
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Presiding Officer

Name of individual making application

Address

Phone

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Position in Organization

Date & Time Requested

<input type="text"/>	<input type="text"/>
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Facilities Desired

Anticipated Attendance

<input type="text"/>	<input type="text"/>
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Nature of meeting to be held

Applicant understands that if the facility applied for is needed at any time for an important church function, they will be contacted so that other arrangements can be made.

The applicant agrees to exercise the utmost care and consideration of the church facilities used, and has read and understands the attached rules for use, and agrees to be bound by the rules.

The applicant also understands that the fee charged for the use of this building, to cover cost, is to be paid to the First Presbyterian Church. Payment is expected prior to use.

I certify that the above organization is a non-profit organization under the rules of the State of New Jersey.

Signature of Applicant _____

RULES FOR USE OF BUILDING & GROUNDS

All requests for use shall go through the Chairperson of Buildings & Grounds, with the exception of weddings and funerals, which shall go through the minister.

The person or organization requesting use of facilities for an event will be responsible for:

Any property damage or personal injuries that occur during or as a result of the event

Cleaning up after the event, emptying trash receptacles in the dumpster (outside rear of Parish Hall), and removing all recyclable and placing them in the designated receptacle.

Removing any decorations or displays used for the event.

Promptly reporting to Buildings & Grounds or the Church Office any property damage or personal injuries that occurred or equipment that is not working.

****Confirmation of building use will be made after appropriate fees are received.**

No decorations, banners, signs, posters or pictures will be attached to woodwork, doors, walls or ceilings without prior approval.

When church facilities are rented for events open to the public, all advertising will clearly state the name of the organization sponsoring the event.

No unauthorized signs will be posted or erected on church property.

After use everything is to be put back as it was found; furniture put back as outlined on the room set up sheet posted on the outside of the door, kitchen cleaned, dishes put back in place and all food stuffs to be taken away. Any items left will be placed in lost and found for a period of 2 weeks after which time they will be disposed of in a proper manner. Foodstuffs shall be thrown away. If the area used is left dirty or in disarray the person who applied for use shall be contacted to come back and rectify the situation.

Smoking is not allowed in the building. Outside the building there are sand filled ashtrays to dispose of cigarette butts. Alcohol and drugs are not allowed.

Only the room assigned to your organization is to be used. Children are to be kept with their parents and are not allowed to roam the building.

All lights are to be turned off, all windows closed and all ovens and burners turned off before leaving the building.

We are happy to accommodate your organization and thank you for you cooperation.

Buildings & Grounds

ROOM USE RATE FOR LARGE COMMUNITY FUNCTIONS AND RECEPTIONS

FACILITY

<u>McKnight Room</u>	\$30.00
With downstairs Kitchen	\$35.00
<u>Fellowship Hall</u>	\$100.00
<u>Kitchen</u>	\$50.00
Surcharge over 100	\$20.00

Dishwasher

Base fee up to 100 people \$20.00

NOTE: Plus \$15.00 for each additional 100 people or portion thereof.

Dishwasher must be monitored by qualified church member or employee

LOCAL NON-PROFIT ORGANIZATIONS ROOM USE RATES

FACILITY

<u>McKnight Room</u>	\$20.00
With Kitchen	\$25.00
<u>Fellowship Hall</u>	\$50.00
<u>Kitchen</u>	\$25.00
Surcharge over 100	\$15.00

Dishwasher

Base fee up to 100 people \$15.00

NOTE: Plus \$10.00 for each additional 100 people or portion thereof.

Dishwasher must be monitored by qualified church member or employee.

1st time usage group will leave \$100.00 cash or check deposit made out to The First Presbyterian Church of Cranbury that will be returned after inspection of facilities by either Buildings & Grounds or a staff member.

****An additional \$50.00 deposit will be required for use of key.*