

**Room Request & Facility Use Agreement**  
**First Presbyterian Church of Cranbury**

22 South Main Street, Cranbury, NJ 08512

Tel. (609) 395-0897

Email: office@cranburypres.org

Thank you for your interest in reserving space for your event at our Church. So we may ensure a safe and welcoming environment for the many community organizations that use our facilities, the purpose of this application is to collect enough information so we may have enough information to determine if our facilities may appropriately accommodate your needs and to properly schedule your event.

**Reservation Request Information**

Date of application: \_\_\_\_\_

Name of Group/Organization: \_\_\_\_\_

Church Member Sponsor Name: \_\_\_\_\_

Event Description: \_\_\_\_\_

Requested Room(s):

Fellowship Hall  Library  Room #1  Classroom (Number and Description: \_\_\_\_\_)

Other (Description: \_\_\_\_\_)

Date(s) and Time(s) of Use: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_

Point of Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Can this number receive texts?  Yes  No

Email: \_\_\_\_\_

Furniture/Kitchen/Storage requirements:

Tables (Number and type: \_\_\_\_\_)

Chairs (Number: \_\_\_\_\_)

Refrigerator  Dishes and Cutlery

Storage (Type and duration: \_\_\_\_\_)

**Deposit** (Payment due once application has been approved)

Room Rental Deposit \$200  Paid: Date: \_\_\_\_\_

Key Deposit \$150 / \$150  Paid: Date: \_\_\_\_\_

Key # \_\_\_\_\_ Issued By: \_\_\_\_\_ Date: \_\_\_\_\_

Key Returned Date: \_\_\_\_\_ Deposit Refunded by: \_\_\_\_\_

### Facility Use Agreement

By signing below, the group or individual agrees to adhere to all facility use policies outlined in the attached Agreement.

Failure to follow guidelines may result in forfeiture of deposit and loss of future use privileges.

Applicant Name (Printed): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Session: \_\_\_\_\_

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

- Copy of Certificate of Insurance Attached to Application
  - FPC Cranbury Named as an additional insured and Certificate Holder
  - Coverage Limits/Policy Effective Date Reviewed
- Kitchen & Facility Use Policy and Departure Checklist provided to Applicant
- Fellowship Hall Use Policy and Departure Checklist provided to Applicant
- Child, Youth and Vulnerable Adult Policy provided to Applicant

**Application and Approval Process**

This form is to request use of any part of the facilities of the First Presbyterian Church by a non-church mission or ministry, except for functions related to weddings and funerals, which will be governed by a separate application and approval process.

All Room and Facility requests are limited to a single event not to exceed 24 hours in duration. Requests for events on consecutive days may be considered as a single application, subject to scheduling, availability and the discretion of Session.

**Initial Request/Renewal of Expired Authorizations**

All requests by any organization that has not reserved or used any room or facility previously or has not reserved or used any room or facility within one year of the current application must be reviewed by the Buildings & Grounds Committee and is subject to approval by Session. To allow sufficient time for review and approval, unless waived by the chair of the B&G Committee (subject to oversight by Session), initial facility requests should be made at least 30 days prior to the scheduled event.

**Renewal Request**

At the beginning of each calendar year all application renewals for facility use must be reviewed and approved by the Buildings & Grounds Committee and are subject to availability and the scope of the current year request. Renewal requests that in the judgment of the Buildings & Grounds Committee are materially different than the previously approved request(s) must be reviewed and approved by Session. Failure to renew your application for a calendar year will result in a lapse in any facility approvals. In such an event, renewal requests must follow the Renewal of Expired Authorization application process.

**Certificate of Insurance Required for all Room and Facility Requests**

Unless otherwise exempt, all Room and Facility Requests (Initial and Renewals) must be accompanied with a Certificate of Insurance (“COI”). The COI must name FPC Cranbury as a certificate holder and as an additional insured. Policy coverage limits will be reviewed as part of the application process.

**Security Deposit and Fees**

Room and Facility Requests require damage and cleaning fee deposits. As of Jun-30-2025 these are \$200 per room rental + a \$150 key deposit. The security deposit and key deposit will be returned to the Applicant after check out, less any costs associated with damage remediation, extra cleaning costs or costs associated with time and materials needed to return the room(s) to their original condition. Unless the Applicant does not intend to renew their application for future events, the Applicant may request the Church retain the deposits for future events. Security Deposit and Key Deposit fees are subject to adjustment from time-to-time and renewing Applicants will be informed of any additional funds due at the time of the annual renewal.

Room and Facility fees are due upon confirmation of room/facility availability and approval of the application.

**Children, Youth and Vulnerable Adult Policy**

**All initial and renewing Applicants will be provided with a current copy of the Church’s Children, Youth and Vulnerable Adult policy. The Applicant recognizes the importance of this policy in ensuring the safety and well-being of all individuals in our community. The**

**Applicant commits to adhering to the guidelines and principles outlined in the policy to promote a safe and supportive environment for children, youth and vulnerable adults.**

**General Rules**

The applicant agrees to adhere faithfully to the following facility and room use rules as well as additional rules as may be adopted in the future by First Presbyterian Church of Cranbury (“Church”) for the safety, care and cleanliness of the facilities.

Use of the Church’s facilities under this policy is limited to the Applicant. The Applicant shall not permit or offer use of the Church’s facilities to other entities, individuals, groups or churches.

The Applicant is responsible for its own room set-up and room break down with all tables, chairs, furniture and any other equipment to be returned to its original location and condition. Any damage to the building, grounds, and/or equipment must be reported to the Church office immediately or the earliest possible. The Applicant is responsible for the cost of all repairs that are a result of its use of the building, grounds, and/or equipment.

Church owned musical instruments may not be used without prior written permission from the Pastor, or their authorized representative.

All space (kitchen, restrooms, classrooms, *etc.*) must be left clean and in the same condition and room arrangement as found, including all chairs, tables or other furniture.

The Applicant may not use the Church’s classroom supplies or kitchen food items.

The cost to remediate any damage and soiling that in the judgment of the Buildings & Grounds Committee representative are beyond the scope of normal wear and tear will be the responsibility of the Applicant. Any costs associated with additional cleaning or time and materials necessary to return the room(s) to its original condition will also be the responsibility of the Applicant.

The Applicant is not permitted to use the Church’s playground equipment.

Smoking, use of tobacco and vaping is not permitted on Church property.

Use of alcohol or other mood-altering substances is not permitted on Church property.

The Applicant may use the kitchen facilities for coffee and tea beverage service. Cooking or food preparation is not permitted unless otherwise agreed to, in advance and are subject to rules governing the use of the kitchen. The commercial sized coffee urn is available for use for events with more than 20 participants and the Applicant has participated in an orientation in its use.

The Applicant may serve food that has been brought in by the Applicant or a caterer. The Applicant may utilize the Church’s dishes and cutlery. All items must be washed and returned to their original location and condition. No food may be left overnight. Use of the automatic dishwasher is permitted if the Applicant has participated in an orientation on its use.

The Applicant acknowledges that the parking area is not supervised by or on behalf of the Church during the Applicant’s scheduled activities. Drivers park at their own risk. Parking is not permitted in the grass areas, driveway or exits of the parking area.

All room decorations must be temporary and leave no damage. No décor may be attached with adhesive or other means without prior approval. No unauthorized signs may be posted on church property.

No attendees, children or adults, are permitted to roam the buildings or use rooms other than the space(s) that were reserved and approved.

No use of the facilities by the Applicant shall become a nuisance or disturbance to either the Church's neighbors or to other groups within the buildings. Should any fines or repercussions occur because of the Applicant's use of any Church facilities, such fines and repercussions shall be the sole responsibility of the Applicant.