

BUILDING USE APPLICATION

Rumson Presbyterian Church (RPC)
P.O. Box 399, East River Road at Park Avenue, Rumson, NJ 07760
(732) 842-0429

Name of Organization or Individual: _____

Description of Organization: _____

Date Requested: _____ Start Time: _____ End Time: _____

Set Up Time Requested (or time needed to set up): _____

Event Description: _____

Number of Participants Adults: _____ Children: _____

Contact Person: _____

Address: _____

Day Phone: _____ Evening Phone: _____ Cell Phone: _____

Email: _____

Your Connection to Rumson Presbyterian Church (i.e. church member, returning group, etc):

Organization/Personal liability insurance carrier (REQUIRED): _____

Facilities Requested & Building Use Donations (in addition to \$100 sexton's fee – see below)

- _____ Wilson Hall (\$250.00 per usage)
- _____ Kitchen (\$25.00 per usage)
- _____ Classroom (s) (\$50.00 per room usage)
- _____ Sanctuary (\$250.00 per usage - only with approval by Session)
(No student recitals in sanctuary)
- _____ Lounge (\$100.00 per usage)

Additional Information (if you are a charity organization please contact the church office)

I hereby covenant and agree to save and hold harmless the First Presbyterian Church of Rumson from any and all liability arising out of use of the building during the period covered herein.

(Please sign) _____

I have read the "Guidelines for Building Use" on the back of this form and agree to follow them.

(Please sign) _____

A **\$50.00 deposit** is required with this application. There is also a **mandatory \$100 sexton's fee** to compensate our sexton, who must perform an inspection after each event. Additional cleaning and/or damage fees may be assessed if additional cleaning or damage repairs are necessary. We ask that the Building Use Donation be in the church office one week prior to the event. Please make checks out to: **First Presbyterian Church.** (The check for the sexton's fee should be made out to **Angel Caraballo.**)

Application Received _____ Calendar Approval _____ Session Approval _____

Deposit Received _____ Balance Received _____

Deposit and Donations waived by the Session _____

GUIDELINES FOR BUILDING USE

1. No smoking permitted anywhere in the buildings.
2. Alcohol is permitted in the building (Beer and Wine only)
3. If you reserve a classroom or Wilson Hall, that is the ONLY room you are allowed to use.
4. You are able to use the bathroom upstairs or both men's and women's bathroom downstairs.
5. Children are to be accounted for at all times. Please do not allow them to run through the building, explore classrooms or play without supervision in the nursery. Pianos and musical instruments are not to be used unless permission is received from the church office.
6. We do **NOT** provide janitorial services for groups. Please clean up floors, sinks, etc. Please leave the place the way you found it!!
7. **If you feel that you will need the chair lift for anyone in your party, you MUST let us know in advance. There is usually NOT someone from our staff that is present during evening events. Please let us know so we can make arrangements to instruct you how to use the lift.**
8. Any setting up of a room must be done by your group. Contact the church office if you have questions.
9. If you make a mess, please clean it up. (Brooms and dustpan are in the kitchen)
10. If you get the tables dirty, please wash them (supplies in kitchen) (table racks are underneath the stage for storage of tables when you are finished using them)
11. All garbage must be sorted according to recycling codes. Please make sure all garbage is removed from the building and deposited in the appropriate receptacles outside.
12. All chairs must be placed in designated areas in Wilson Hall before you leave.
13. When you leave, please make sure the windows are closed, lights are turned off and outside doors are locked.
14. Please do not remove tables and chairs from rooms without getting permission.
15. Nothing is to be hung on the draperies.
16. If you must put up signs or decorations, nothing but masking tape is to be used on the walls. Please make sure everything is removed before you leave.
17. No candles are to be used without permission.
18. KITCHEN: Please keep this room clean. Wash all dishes and put them away. Take excess food with you. Do not use or consume any food or paper/plastic products in the kitchen that are not your own.
19. ****Persons or groups using our facilities must come to the church office prior to your event to pick up a packet including a key to the door, instructions for proper care of the facilities. Office hours are Monday through Friday, 9:00am to 3:00pm.**
20. We offer a **Special Wedding Package** which includes the rental of the hall, kitchen, bridal party lounge, one classroom, and an extra day for setup. Please inquire with our office manager for further details.