

APPLICATION FOR USE OF FACILITIES

First Reformed Church
 529 Newark Pompton Turnpike, Pompton Plains, NJ 07444
 973-835-1144 x11 email: office@frc-pp.org

Today's Date: _____ **Organization:** _____

Purpose: _____

Will you be selling anything at this activity? YES/NO If "Yes", what? _____

Anticipated Attendance: Adults _____ Children (under 18) _____

Responsible Adult: _____ **Title of Office:** _____

Mailing Address: _____

Daytime phone: _____ **Evening phone:** _____

Email: _____

Active Member of First Reformed Church? Yes _____ No _____

Date(s) Requested *(Include dates for rehearsal or other preliminary needs)*

<u>Day of the Week</u>	<u>Date</u>	<u>Time</u>				
_____	_____	Start _____ End _____	Set-up _____	Clear _____		
_____	_____	Start _____ End _____	Set-up _____	Clear _____		
_____	_____	Start _____ End _____	Set-up _____	Clear _____		
_____	_____	Start _____ End _____	Set-up _____	Clear _____		

SEE OTHER SIDE FOR ROOMS AVAILABLE AND FEES

CHURCH USE ONLY: Date Received _____ By: _____

Property Team: Approved ☐ Not Approved ☐ Team Leader _____

Kitchen deposit received _____

Usage deposit received _____

Balance received _____

ROOMS/RESOURCES NEEDED (Check All That Apply):

Check Here	Room/Resources Requested	Seating Capacity (as per fire code)	Donation	Notes
	Sanctuary	397 standing	See wedding/funeral schedules	
	Video/Livestream Tech Sound System		\$200	A FRC Audio Team sound technician is required.
	Friendship Hall (215 chairs – 26 tables)	208 tables & chairs 445 chairs only 624 standing	\$440/4 hrs. \$50/add'l hr.	Stage & Piano available
	Friendship Hall Projection System		\$200	A FRC Audio Team sound technician is required
	Friendship Hall Foyer	170 standing		Smart TV available
	Friendship Hall Kitchen		\$275	Includes ovens & refrigerator
	Friendship Hall Kitchen Usage Deposit		\$200	Refundable upon clean inspection after event
	Grace Chapel (90 chairs – 12 tables)	87 tables & chairs 155 chairs only	\$85/hr.	Includes kitchen, oven & refrigerator
	The Gathering Place (82 chairs)	91 tables & chairs 195 chairs only	\$50/hr.	Kitchen available/Refrigerator available
	Keator Parlor	54	\$30/hr.	DVD/TV available
	Ministry Arts & Music Center (40 chairs)	36 tables & chairs 77 chairs only	\$30/hr.	Piano available DVD/TV available
	Custodial Services		\$40/hr	Required for non - member rentals

- Active church members shall pay half price of building use fees
- Usage allows 2-hours for setup and cleanup. The hourly rental rate will be applied if more than two hours is needed.
- Our hourly rental rate will be applied if more than two hours is needed.
- All buildings must be evacuated by 10 p.m.
- Active church members have the option to have their Custodial fee waived providing they do all set up and clean up and no further custodial service is required.
- Fees represent suggested donation as the church is a 501C3.

RENTAL OF CHAIRS FOR OFF-SITE USE:

Active church members may sign out chairs at no cost. Chairs may be taken from Grace Chapel for indoor use or the barn for outdoor use. Check with office first for availability

Chairs \$2 each (non-members)

No. of Chairs _____ Indoor _____ Outdoor _____ Pickup Date _____ Return Date _____

INSURANCE INFORMATION

A copy of your insurance policy must be provided from your insurance company
showing your declarations page and liability coverage.

Private Individual Minimum LIABILITY COVERAGE = \$500,000

Organizations Minimum LIABILITY COVERAGE = \$1,000,000

INSURANCE COMPANY OR AGENT

Name _____

Address _____

Phone: _____

☐ THE _____ COVENANTS AND

(name of organization or individual)

AGREES TO SAVE AND HOLD HARMLESS THE FIRST REFORMED CHURCH OF POMPTON
PLAINS, ITS AGENTS, SERVANTS AND ADMINISTRATORS FROM ANY AND ALL LIABILITY OR
DAMAGE ARISING OUT OF THE USE OF SAID PREMISES OR PROPERTY. _____ **(INITIAL)**

RULES & REGULATIONS

☐ I HAVE READ THE RULES AND REGULATIONS OF THE FIRST REFORMED CHURCH OF
POMPTON PLAINS AND HEREBY AGREE TO ABIDE BY AND ENFORCE THEM. I FURTHER
AGREE TO BE RESPONSIBLE FOR ANY DAMAGE ARISING FROM THE USE OF THE FACILITIES,
AND (IF APPLICABLE) FOR THE KITCHEN CLOSING PROCEDURES. _____ **(INITIAL)**

SIGNATURE _____

ORGANIZATION _____

DATE _____

RULES AND REGULATIONS FOR USE OF CHURCH FACILITIES

In order that the use of Church facilities can be properly regulated and controlled, and in order to streamline and accelerate the procedure for granting permission to use buildings and facilities, the following rules and regulations have hereby been adopted.

1. The organization or individual (to be known as “sponsor”) desiring to use Church facilities, shall make application to the Church office and must have approval of the Property Team.
2. Applications will be accepted only from responsible individuals and/or responsible groups duly organized and under the supervision and sponsorship of an adult. This adult will be referred to hereafter as “advisor”. His/her name shall appear on the application blank and contract.
3. The buildings and facilities are not available Saturday nights, because of difficulties with Sunday worship preparations the following morning. Exceptions only with prior approval of the Property Team.
4. Permission to use Church facilities is granted with the distinct understanding that the use (including rehearsals) will not interfere in any way with the Church program and schedules. It may be necessary, on occasion, for the church to change locations or cancel usage because of important church functions that may be arise after permission to use facilities has been granted.
5. The right is reserved to revoke permission granted to use of Church facilities when the rules and regulations have not been complied with.
6. Buildings must be cleaned and vacated by 10:00 P.M.
7. No grant of permission to use Church facilities shall interfere with the inherent right of every Consistory member and property team member to full and free access to the Church properties at all times.
8. A building sexton or property team member may be on duty, as specified in the schedule of fees, during the hours when a building is in use. Their presence is for the purpose of security, inspection and observation. Their services are not at the disposal of the user of the buildings.
9. Smoking is not permitted at any time in any building on campus. No smoking is allowed directly outside the doors of any building on campus. Violation of this rule will result in the immediate cancellation of the privileges.
10. The use, sale, or presence of alcoholic beverages is prohibited from all buildings and grounds.
11. Gambling in any form is not permitted.
12. Applications shall be made in writing on forms provided by the Church office. Permission to sell or display anything must be requested in writing.
13. Pianos may not be moved from any level, including stage and floor, without permission.
14. No alterations to building or sections thereof, or to electrical systems, or to any part of the Church property will be permitted. Nothing is to be hung on walls without prior permission. No decorating is to be done without the permission of the Property Team. Flameproof decorations must be used.
15. Nails, tacks or other sharp fastening devices may not be driven in floors or walls, or fixtures and furniture; buildings, floors, equipment, grounds may not be defaced in any way.
17. Balloons are not permitted in the Sanctuary. Helium balloons are not permitted in Friendship Hall.
18. The sponsor, through the advisor, shall be responsible for the following in accordance with the agreement and rules of the Consistory:

- a. Proper use and proper care of facilities and equipment.
 - b. Maintain proper control and good order at all times. Control shall extend to spectators in attendance.
 - c. The advisor must be in attendance at all times when the facilities are being used. He/she shall be the first person to be admitted and the last to leave. Under no circumstances may the sponsor use the facilities when the advisor is not present.
 - d. Assume responsibility for damages to Church property; all liability for all claims resulting from accident, theft or any other cause.
 - e. Restrict itself to the use of such facilities that have been approved.
 - f. Understand that failure to comply with any of these rules and regulations shall be deemed sufficient cause to revoke the permit.
19. The signature of the sponsor per the advisor on the application form shall be considered contractual in accordance with these rules and regulations signed for the Consistory by the Chairperson of the Property Team and delivered. Use of facilities shall not commence before the permit has been granted and in accordance with these rules and regulations.
20. All township ordinances, the rules of the Board of Health, and the rules of the police and fire departments regarding public assemblies must be strictly complied with. This applies to kitchen usage also.
22. Storage of equipment by users on Church premises is prohibited except with prior approval. The Consistory assumes no responsibility for property left on premises.