

ELMWOOD UNITED PRESBYTERIAN CHURCH

135 Elmwood Avenue, East Orange, NJ 07018
(Mailing Address)

APPLICATION OF USE OF CHURCH FACILITIES

Date of Application _____

Name, address and telephone number of person completing application:

Name: _____

Address: _____

Phone: _____

Are you a member of Elmwood United Presbyterian Church? Yes | No |

If no, are you related to a member of Elmwood United Presbyterian Church? Yes | No |

Name of member and relationship: _____

Nature of Activity (describe): _____

Date Requested: _____ Alternate Date: _____

Time: from _____ to _____ Expected # of Attendance: _____

Note: If request is for an activity which requires a rehearsal (i.e. a wedding ceremony) or set up time, please indicate the date and time you anticipate needing, prior to the activity: _____

Area(s) of the church to be utilized: | Sanctuary | Classrooms | Fellowship Hall | Kitchen
| Lower Level Rear | Gym | Other

If this request is for an organizational function, please complete the following:

Name of Organization: _____

Will there be a speaker? Yes | No | If yes, who? _____

Has the speaker been approved by the pastor? Yes | No | _____

Will an honorarium be presented? Yes | No | If yes, how much? \$ _____

Will a donation or collection be taken? Yes | No |

If answer to the previous question is yes, how will be proceeds be used? Describe

Will an advance from church funds be needed? Yes | No |

If yes, when will finds be repaid? _____

Equipment needed for function (*include the number where appropriate*)

Tables (*seat 10 Persons each*) _____ Chairs _____ Coffee urns _____

Kitchen Facilities (*dishes, cups, saucers, etc.*) _____

Audio Visual (*describe*) _____

Other (*describe*) _____

INSTRUCTIONS/PROCEDURES

After completing the “*Application for Use of Church Facilities*” form, you must return to the church office and a **non-refundable deposit of \$25.00 must be submitted with your application**. If you have any questions, please call the church office at (973) 678-0055. Form may also be faxed to the church office at 973-678-2349.

Completed forms will be reviewed by the EUPC Building and Grounds Committee and once approved, you will be notified accordingly. Payment can be made one week prior to the event by check, money order, or cash. Or you can pay on the day of the event by **cash or money order only**.

THE MAXIMUM TIME LIMIT FOR ANY AFFAIR SHALL BE FOUR (4) HOURS. A \$100 FEE WILL BE CHARGED FOR EACH ADDITIONAL HOUR. THE SEXTON SHALL BE PAID SEPARATELY. ADDITIONAL CHARGES FOR PROPERTY DAMAGE, OVERTIME OF PERSONNEL, ETC. MAY BE INCURRED AND CHARGED AS DEEMED APPROPRIATE BY THE COMMITTEE. FEES CAN BE PAID BY CHECK, CASH OR MONEY ORDER. HOWEVER, IF A CHECK IS RETURNED, THERE WILL BE AN ADDITIONAL FEE CHARGED.

FEES

Description	Member/Exist Community Group	Non- Member
Fellowship Hall/ Kitchen Combined	\$150	\$425
Fellowship Hall	\$100	\$350
Classrooms	\$75	\$250
Sanctuary	\$200	\$450
Gym	\$125	\$300
Security Deposit (Non Refundable)	\$0	\$25
Sexton	\$100	\$100
Choir Director	\$125	\$125
Organist	\$75	\$125
Organist (Rehearsals)	\$50/Hr.	\$50/Hr.
Instrumentalist	\$200	\$200
Soloist	\$100	\$100
Sound	\$75	\$75
Media	\$75	\$75

HOUSEKEEPING RULES:

- Any chairs or tables that are moved from one location to another should be returned to the original location
- Any chairs and tables that are set up should be taken down.
- All garbage should be put into garbage bags, not unlined cans
- No food should be left sitting on the counters or the stove(s).
- Be aware of the scheduled hours and make every attempt to stay within them.
- Wash all pots, pans, knives, forks, spoons and any other utensils and return them to their proper location
- Leave the building in as good as, if not better than, the condition in which you found it.
- No food, no drinking, no eating in the sanctuary.