

COMMUNITY PRESBYTERIAN CHURCH of MOUNTAINSIDE
1459 Deer Path, Mountainside, NJ 07092
(908) 232-9490

USE OF FACILITIES REQUEST

Please complete the following questions and return the completed form to the church office: mail/drop off hard copy in church mailbox, or scan and email to Office@CPCMountainside.org. Each request is subject to the approval of the church Board of Trustees; no request is considered approved until such consent is obtained in writing.

*Please note that our facilities are not available when our Nursery School is in session:
September through June, 8:30am - 2:45pm*

Organization Name & Type: _____

Name of Individual Requesting Facility Use: _____

Role in Organization: _____ Phone # _____

Email: _____

If other than above, Person/Role Responsible for This Event: _____

Phone # _____ Email: _____

Building Areas Requested: ____Assembly Room ____Kitchen ____Memorial Room

____Sanctuary ____Parking Lot/Outdoor Area (Specify in description below)

Date of Event: _____ Time: From _____ to _____

If request is on a Rolling Bases, please indicate:

Day(s) _____ Time: From _____ to _____

Repeat: ____Weekly ____Monthly Beginning Date: _____ End Date: _____

Please provide a short description of the event including the number of people expected to attend.

COMMUNITY PRESBYTERIAN CHURCH
USE OF FACILITIES REQUEST - *Continued*

Use of Assembly Room/Kitchen, please complete the following:

Assembly Room:

Are you using folding tables and/or chairs? ____ Yes ____ No

NOTE: All tables and chairs must be cleaned and neatly returned to their stored locations.

Use of stage and Nursery School toys/items stored there is NOT permitted.

Acknowledge above initial here: _____

Kitchen:

Are you serving food and/beverages? ____ Yes ____ No

Will food be prepared on premises or brought in service ready? *Please describe:* _____

Will you use stove and/or oven(s)? ____ Yes ____ No

NOTE: All surfaces (counters, stove top, etc.) must be cleaned and wiped with disinfectant wipes.

Any church items used must be cleaned, dried and returned to their proper location. **All stove/oven knobs must be turned to OFF position prior to departure.** All recycling should be placed in the proper locations and all trash is to be removed from the building and placed in the container by the parking lot entrance. **No food is to be left in the refrigerator/building.**

Acknowledge above initial here: _____

IMPORTANT INFORMATION.

1. For your use of any church space, please arrange for building access (use of key or church representative to admit you on event date) well in advance as office hours are limited and Nursery School hours must be respected.
2. Refrain from using any areas of the building not specifically granted in your request.
3. No materials may be removed from the walls. Facilities must be left in the same condition as found. Please return any items/furniture which have been moved to original placement.
4. Tidy up bathrooms after use.
5. Please check that all personal items have been removed; all recycling and trash have been properly handled as described above; all lights have been turned off and all doors locked.
6. Report any damage to or problems with the facility as promptly as possible to the church office by phone (908) 232-9490 or email Office@CPCMountainside.org. User may be held responsible for repair costs caused by your event.
7. Host and each attendee are responsible for his/her behavior and safety; **children must be supervised by responsible adults at all times.**
8. Fees: Church members and community groups are generally allowed use of the facilities without incurring a fee. Private organizations and individuals who are not church members are charged a fee of \$300.00.

Acknowledgement and agreement with above information, initial here: _____

Requester's

Signature: _____ Date: _____

Church Official

Signature: _____ Role: _____ Date: _____

Approved: _____ Denied: _____ Fee: _____