

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: drop off hard copy in mailbox, or scan and send to CPCOfficeAdmin@comcast.net.

Each request is subject to approval of church Trustees and Session; no request is considered approved until such consent is obtained in writing.

Organization Name & Type (if applicable): _____

Name of Individual Requesting Use of Facility: _____

Role in Organization: _____ Phone#: _____ E-Mail: _____

Name/Role of Person Responsible for This Event (If other than the above): _____

_____ Phone#: _____ E-Mail: _____

Room(s) Requested: _____ Assembly Room _____ Kitchen

_____ Sanctuary _____ Memorial Room

Date Of Planned Event: _____ Time - From: _____ To: _____

If Use Is on a Rolling Basis, please indicate:

Month(s): _____ and/or Day(s): _____ Time(s): _____

Expected Frequency of Usage: _____

SHORT DESCRIPTION OF THE EVENT PLANNED, include number of people, type of event, etc:

If Use of Assembly Room or Kitchen are requested, please complete the following section.

Assembly Room:

Will you be using folding tables and/or chairs? Yes _____ No _____

*Please note, all tables and chairs must be cleaned and neatly returned to their original stored locations. **Use of the stage and Nursery School toys/items behind curtain is NOT permitted.***

Kitchen:

Will you be serving food and/or beverages? Yes _____ No _____

If yes, will foods be prepared in church kitchen or pre-made? Please describe: _____

Will stove and/or oven be used? Yes _____ No _____

If kitchen is used, upon conclusion of your event: all food brought by you must be removed (including from refrigerator); all counters and surfaces must be wiped and cleaned with disinfectants; any items you have borrowed must be washed, dried, and returned to their proper location; **make sure all stove/oven knobs are turned to OFF position prior to your departure**; all recycling is to be placed in proper receptacles; and **all trash bins are to be emptied** (and fresh liner placed in bin) **and trash placed in outside dumpster** or removed from the premises.

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Continued

IMPORTANT INFORMATION:

1. Your signature below indicates your understanding and acceptance of all use of facilities guidelines contained herein.
2. No events are permitted while the Nursery School is in session.
3. For use of any space, do NOT use the entrance door to the Nursery School. Instead, use doors across from the church offices, the handicap ramp door leading directly to the Assembly Room, or the church front doors if using the Sanctuary.
4. Please refrain from using areas of the church not included in this request. Do not enter church offices, the stage in the Assembly Room, or Nursery School classrooms.
5. No materials may be removed from the walls, bulletin boards, pews, or Narthex. Please **return any moved furniture and items to their original placement.**
6. Please tidy up bathroom after event.
7. The condition of all facilities must be left in the same condition as found. Please clean up after your group. An extra cleaning by the church custodian may be deemed necessary depending upon size of function, cleanliness of facilities after event, and other considerations; user agrees to pay any fees related to such cleaning.
8. All **personal items (including any food you brought) and garbage are to be removed** at the end of the event. Upon your departure after event, be sure to put garbage in the dumpster, close any windows you opened, turn off lights and close and lock doors.
9. The wearing of masks inside the church is no longer required; mask usage within CPC is optional.
10. **Any problems with the facility must be reported as promptly as possible to the church office (908) 232-9490.**
11. **FEE:** Community groups and church members are generally allowed free use of the facilities. Private organizations and individuals who are not church members are charged a fee (\$300 per day). Final decisions and approvals are made at the discretion of the Board of Trustees and Session.

I have read, understood, and will comply with all requirements as outlined in this Use of Facilities Request form.

_____ Requester's signature	_____ Date	
_____ Church Official's Signature	_____ Role	_____ Date
Approved _____	Not approved _____	Fee _____