

**BUILDING USE REQUEST FORM
for One Time Events**

**SIX MILE RUN REFORMED CHURCH
3037 STATE ROUTE 27
FRANKLIN PARK, NJ 08823
PHONE: 732-297-3734
FAX: 732-297-4234
<http://.sixmilerun.org>**

OFFICE HOURS: MONDAY-FRIDAY, 9:00 AM TO 12 NOON

USER INFORMATION

NAME: _____ PHONE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

EVENT DATE: _____ EVENT HOURS: _____ to _____

TYPE OF EVENT: _____

NUMBER OF PEOPLE ATTENDING: _____

AREAS REQUESTED

- \$ _____ Fellowship Hall (includes use of kitchen)
- \$ _____ Chapel Room (includes use of kitchen)
- \$ _____ Fellowship Hall and Chapel Room (includes use of kitchen)
- \$ _____ Lounge
- \$ _____ Sanctuary (includes use of lounge)
- \$ _____ Other
- \$ _____ Security Deposit ó due at signing ó 50% of total, no less than \$100.
- \$ _____ **Total Due** – must be paid no later than 2 weeks prior to event. See paragraph d. on page 2

Deposit to hold date: Received no later than date of signing (enter date) _____

Balance of donation: Received no later than 2 weeks prior to event (enter date) _____

Proof of Liability Insurance: Received (enter date) _____

INDEMNIFICATION: The User will hold harmless and indemnify the Six Mile Run Reformed Church from and for any and all payments, expenses, costs, reasonable attorney fees and from and for any and all claims and liability for losses or damage to property to injuries to persons occasioned wholly or in part by or resulting from any acts or omissions by the User or User's agents, employees, guests, licensees, invitees, sub Users, assignees or successors, or for any cause or reason whatsoever arising out of or by reason of the occupancy of the Premises by the User or business of the User.

Before signing, be sure to read the "Indemnification" printed above, and the "Rules and Requirements for Users" printed on the Use of Church Facilities on page 2.

USER SIGNATURE _____ **DATE** _____

USE OF CHURCH FACILITIES For One Time Events

SIX MILE RUN REFORMED CHURCH

REQUIRED MINIMUM DONATIONS

Fellowship Hall	\$500.00 for up to four-hour event, 140 people max., includes use of stage and kitchen
Chapel Room	\$300.00 for up to two-hour event, 140 people max., includes use of stage and kitchen
	\$250.00 for up to four-hour event, 48 people max., includes use of kitchen
	\$150.00 for up to two-hour event, 48 people max., includes use of kitchen
Fellowship Hall/Chapel Room	\$700.00 for up to four-hour event, 188 people max., includes use of stage and kitchen
Lounge	\$ 75.00 additional when using Fellowship Hall and/or Chapel Room
Sanctuary	\$300.00 for up to two hour event, 320 people max., includes use of lounge (weddings etc.)
	\$500.00 for up to four hour event, 320 people max., includes use of lounge (recitals etc.)

RULES AND REQUIREMENTS FOR USERS PLEASE READ IN ITS ENTIRETY

- a. Only those areas contracted for can be used the date of the event, or an extra donation will be required.
- b. A 50% deposit (min of \$100) is required at the time the contract is signed to hold the calendar date. This deposit is non-refundable if event is cancelled one week prior to date of event. (The balance of your donation will be returned regardless of the date of the cancellation). This deposit will be returned when and only when the event is over, the facility is sufficiently cleaned, all church property used is put back in its proper place, the signed clean-up check list on page 3 has been completed and given to the church representative and we verify that no damage occurred to any church property during the event.
- c. Liability insurance, with a minimum limit of \$500,000.00 naming Six Mile Run Reformed Church as additional Insured is required. A Certificate of Insurance showing this must be provided to the church office no later than one week prior to the event, not the day of the event.
- d. All donations (including the deposit) are required in full no later than two weeks prior to the event, not the day of the event.
- e. You will be given ample time (approx. one hour) to set up prior to the start of the event. A church representative will unlock the building at this time.
- f. Events shall end by the contracted time or a donation of \$150.00 will be required per additional hour.
- g. Clean up shall be completed no later than one hour after the event ends.
- h. All events, regardless of start time, must end by 11:00 pm, and the building must be vacated by midnight
- i. Due to fire regulations, the maximum people listed above must be adhered to. If not, you will be asked to vacate the facility immediately and any fines incurred will be paid by the contracted user.
- j. Children must be monitored at all times in an agreed upon area of the facility.
- k. NO alcoholic beverages permitted.
- l. Do NOT park vehicles in front of any doors or along the fellowship hall.
- m. Keep all exits clear at all times.
- n. Tables and chairs are available in the room off of the Chapel Room. They must be returned to the room at the end of the event (stacked neatly and correctly on the racks and put back in the configuration that they were found).
- o. Physical condition of any rooms used must look as if you had never been there.
- p. If kitchen is used, clean-up of all surfaces is essential
- q. All garbage cans must be emptied and the garbage taken to the Church dumpster located in the rear parking area next to the shed.
- r. Please note that the Church recycles. Cans and bottles must be put in the can provided in the kitchen.
- s. Upon leaving, turn off all lights and fans (including bathrooms), close and lock all windows and doors.
- t. A church representative will be there to take your clean-up check list, and to lock the building.

CLEAN-UP CHECK LIST

TO BE FILLED OUT BY USER AT THE END OF EVENT

Please check off each line item as it applies to your event, or write N/A. Upon completion, please sign and return to the church representative. This completed and signed list is required in order for the church to return your deposit.

KITCHEN

- _____ Clean and wipe all counter surfaces
- _____ Clean and wipe all sinks and sink strainers
- _____ Clean and wipe any kitchen equipment used
- _____ Clean and put away anything used (utensils etc.)
- _____ Turn off stoves and ovens
- _____ Turn off exhaust fan
- _____ Remove any uneaten food from premises (refrigerators, stoves, counters etc.)

FELLOWSHIP HALL/CHAPEL ROOM

- _____ Clean and wipe all tables
- _____ Fold up all tables and chairs, stack on racks and return racks to storage room

GENERAL

- _____ Fold up all tables and chairs, stack on racks and return racks to storage room
- _____ Clean up any garbage left in any and all areas used
- _____ Empty all garbage cans and put in church dumpster
- _____ Clean up any garbage left outside (parking lot etc.)
- _____ Close all windows and doors
- _____ Turn off all lights (kitchen, fellowship hall, bathrooms, foyer and hallway, chapel room or any other areas used)
- _____ Close doors when exiting
- _____ Report any damage. Please provide a detail of any damage incurred during the event below.

Note: 1. The building must be vacated by midnight (12:00 am) (refer to paragraphs f, g and h on page 2)

2. The building was vacated at _____ am/pm

USER NAME (print) _____ **DATE** _____

USER SIGNATURE _____

CHURCH REPRESENTATIVE SIGNATURE _____