

THE FIRST PRESBYTERIAN CHURCH

35 Church Street, Rockaway, NJ 07866

973-627-1059 (phone), 973-627-1063(FAX)

E-Mail: Office@fpcrockaway.org

2.1a REQUEST FOR USE OF CHURCH FACILITIES

Name of organization/member: _____

Address: _____

Telephone: Home _____ Business/Cell: _____

Email _____

Day/Date/Time requested: _____

Room(s) Needed: _____

Equipment Needed (chairs and/or tables): _____

Type of Organization: _____

Profit or Non-Profit Organization: _____

Describe the Event: _____

CONTRIBUTION SCHEDULE (for Non-Affiliated Groups):

Use of one (1) meeting room/classroom	\$20/hr with a maximum of \$100/day
Use of more than one meeting room/classroom	\$40/hr with a maximum of \$200/day
Use of Fellowship Hall	\$50/hr with a maximum of \$500/day
Use of kitchen facilities for meal preparations	additional \$150.00 per day

In addition, a \$75.00 refundable cleaning fee is required.

A fee of \$150/day will go into effect if any property, etc. is not removed past the approved date for the property use.

Contributions for multiday use of the facilities or use for recurring events will be recommended by the Property Committee.

USE OF KITCHEN FACILITIES AS NOTED ABOVE MAY REQUIRE A BOND OF \$500.00
WHICH WILL BE RETURNED IF THE KITCHEN IS FOUND IN ORDER.

A CERTIFICATE OF INSURANCE IS REQUIRED.

☐ **I have read the rules and regulations and hereby agree to abide by same.**

Date: _____

Signature of person requesting building

BUILDING USE RULES AND REGULATIONS

1. Fire Exits are **NEVER** to be blocked by chairs and tables.
2. Public announcement must be made at the beginning of each event advising everyone of the location of the Fire Exits.
3. **NO OPEN FLAMES** of any kind in Fellowship Hall.

All garbage and recyclables must be removed from Church premises.

(DO NOT PUT IN THE SHED.)

Building facilities will be left clean and orderly. **This is the Responsibility of the person signing this form.** The Fellowship Hall floor must be dry mopped and the kitchen floor mopped with Swifter at the end of the activity. These cleaning items are in the Broom Closet in the hall outside the kitchen.

4. Refer to #5 in Responsibilities section for the serving of alcohol during an event
5. The Capacity of Fellowship Hall per New Jersey Code is as follows:
159 People with Tables and Chairs
342 People with Chairs only
478 People Standing

FOR OFFICE USE:

Contribution: Received/Date/Amount: _____ Waived: _____

Certificate of insurance: Received/Date: _____ Waived: _____

APPROVED _____

(For Church Member – see Policies and Rules of FPCR below)

1. The following policies apply to activities other than the regular or special religious or Christian Education activities of the church. The purposes of the policies stated below are to:
 - a. Maintain an orderly schedule for the use of the building and facilities by special groups within the church organization.
 - b. Establish general rules and policies for the long-term use of the building and facilities by organizations not directly associated with the church.
 - c. Establish general rules and policies for the use of the building and facilities for meetings, dinners, receptions, or like activities which are occasional.

Property Committee Revised April 30, 2024

2.1 POLICIES AND RULES FOR THE USE OF THE CHURCH BUILDING AND FACILITIES

The First Presbyterian Church of Rockaway has maintained a long tradition of opening its doors to community groups and organizations devoted to the promotion of the cultural, educational and spiritual well-being of the community. Many groups and organizations use the church building and available facilities. Some are operated under the direct sponsorship of the Church and some are independent organizations who use the Church building by prior agreement.

POLICIES FOR THE USE OF THE CHURCH BUILDING AND FACILITIES

General Policies

1. The following policies apply to activities other than the regular or special religious or Christian Education activities of the church. The purposes of the policies stated below are to:
 - a. Maintain an orderly schedule for the use of the building and facilities by special groups within the church organization.
 - b. Establish general rules and policies for the long-term use of the building and facilities by organizations not directly associated with the church.
 - c. Establish general rules and policies for the use of the building and facilities for meetings, dinners, receptions, or like activities which are occasional.
2. All organizations and groups sponsored by or directly associated with the First Presbyterian Church of Rockaway shall have priority in the use of the building and facilities. Applications from other groups and organizations shall be reviewed in the order in which they are received.
3. Application for the use of the church building or facilities shall be submitted in writing, preferably at least sixty (60) days prior to the desired date. The church office or the Property Committee will notify applicants of approval or denial, usually within thirty (30) days.
- 4 Session (the church's governing board) retains the right to terminate or deny use of the church property or facilities

Responsibilities

1. At least two (2) adults must be present at all times when the church building or facilities are being used by youth. Those scheduling the activity are responsible for the action of the youth and the security and safety of church property.
2. Defacement of walls, woodwork, floors or ceilings through the use of nails, thumbtacks, tape, screws, wax, grease pencils, or the like is strictly forbidden. Any damage to church property or facility will be paid for by the activity sponsor.
3. When an activity is scheduled on a Saturday, arrangements must be made with the church office in advanced to assure the room or area is clean and ready for use on Sunday morning.
4. By order of the Fire Department and church policy, smoking is prohibited in the building.
5. Alcohol is only allowed when you have a personal insurance policy that covers alcohol being served here in the church. When an event is catered by a company alcohol is allowed.
6. In consideration of others, the sponsoring group or organization should see that the room or area used is tidy and orderly upon leaving. The Fellowship Hall floor must be dry mopped, and the kitchen floor mopped with the Swifter at the end of the activity. These cleaning items are in the Broom Closet in the hall outside the kitchen.
7. All groups meeting in the evening shall plan to conclude their activity and vacate the building by 11:00 p.m. unless special arrangements have been made for an exception to this provision.
8. Upon leaving the building, all windows and doors must be closed and locked, lights turned off and equipment secured.
9. Normally, the church sexton will close the building at the conclusion of the activity. In the absence of a sexton, it will be necessary for the adult in charge to see that all outside doors are locked and that the building is secured. Should this become necessary, the sexton or other church staff will instruct the adult in charge of the activity on how to secure the building.
10. Non-affiliated groups are requested to make a contribution according to the schedule in effect at the date of application.
11. A certificate of insurance will be required of all applicants.

12. Groups desiring to use the kitchen will be required to post a bond.

Revised April 30, 2024