

First Presbyterian Church, Dayton
364 Georges Road – Dayton, NJ 08810
(732) 329-2463

APPLICATION FOR USE OF CHURCH FACILITIES

Please complete the following and return it to the Church office as soon as possible.

Date Requested: _____ Time Requested: _____

Name of Group/Organization: _____

Name of Individual Making Application: _____

Address: _____

Telephone # _____ Cell # _____ E-Mail _____

Type of Meeting to be Held _____ Anticipated Attendance: _____

Facilities Desired:

Fellowship Hall:

Non Church Member Fee \$150.00

Church Member Fee \$75.00

Fellowship Hall with Use of Kitchen

Non Member Fee \$250.00

Church Member Fee \$75.00

Non-church members are asked to submit a \$100 security deposit. If damages occur during rental, the security deposit will be used to make repairs, purchase replacement, etc. This will be done after rental notification. If additional costs occur to repair or replace church property, the renter will be invoiced. If no damage occurs during event, the security deposit will be promptly returned.

Church members do not have to provide a security deposit.

All rentals are for a four (4) hour period. There is a \$100. charge for each additional hour.

Church members and non church members are required to pay the following sexton fee:

\$75.00 – if renting only Fellowship Hall

\$100.00 – if renting both Fellowship Hall & Kitchen

Applicant understands there will be **NO SMOKING AND NO ALCOHOLIC BEVERAGES** anywhere in the building.

Outside organizations are required to provide proof of insurance.

The applicant understands that if the facilities applied for are needed at any time for a church function, the applicant will be contacted so that other arrangements can be made.

Responsibilities for Those Using Church Facilities

Please remove any decorations including signs, string and tape.

Kitchen facilities are off limits unless contracted. Kitchen access is allowed only for the sinks in the kitchen area, for the purposes of general clean-up.

It is the responsibility of the contracted party to return the room and facility to keep the hall in its original condition. A separate deposit of \$100. will be held in escrow to insure this promise.

Doors can be fastened open for delivery, but for others reasons must remain closed to conserve energy.

Children shall remain under the guidance of adults.

We have read the above rules regarding use of the facility and agree to adhere to these requirements.

Signed _____

Date _____

Office use only
Approved: _____
Denied: _____
Initialed: _____
Notified: _____