**The Presbyterian Church of New Jersey**

222 Ramapo Valley Rd, Oakland, NJ 07436 / Tel: 201-944-5756

500 Broad Ave, Palisades Park, NJ 07650 / Tel: 201-337-1313

Fax: 201-337-0027 / Email: kpcnj.home@gmail.com

**Application for Use of Church Building**

\* Please read the special instructions on the next page before filling out this form.

1. Organization requesting facility: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Facility desired:

A. Oakland New Sanctuary:

Main Sanctuary\_\_\_, Multi-purpose room (gym)\_\_\_, Café\_\_\_, Basement playground\_\_\_,

Basement educational sanctuary\_\_\_(name\_\_\_\_), Basement classrooms\_\_\_(how many\_\_\_),

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_

B. Oakland Educational Building:

Senior High sanctuary\_\_\_, Junior High sanctuary\_\_\_, EM sanctuary\_\_\_, Seminar room\_\_\_, Classroom\_\_\_(how many\_\_\_), Fellowship room\_\_\_, Kitchen\_\_\_, Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

C. Oakland Outdoor Facilities:

BBQ area\_\_\_ (which ones\_\_\_\_), Soccer field\_\_\_\_, Wedding area\_\_\_\_, Tennis court\_\_\_, Outdoor basketball court\_\_\_(one next to the ed bldg.), Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

D. Palisades Park Building:

Main Sanctuary\_\_\_, Fellowship room \_\_\_, 1st Ed. Bldg. basement \_\_\_, 1st Ed. Bldg. 1st floor \_\_\_,

1st Ed. Bldg. 2nd floor \_\_\_, 2nd Ed. Bldg. 1st floor \_\_\_, 2nd Ed. Bldg. 2nd floor \_\_\_.

1. Date/Dates requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Month/ Day (to Month/Day) Year

Alternate Date/Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Month/ Day (to Month/Day) Year

1. Hours requested: Start\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
   (If different hours of multiple days, please use an attached sheet.)

1. Purpose: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of participants: Adults (18+) \_\_\_\_\_ Children \_\_\_\_\_

Admission to be charged: Yes \_\_\_\_\_ (How much $\_\_\_\_\_\_) No \_\_\_\_\_

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Position/Office

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization Address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number Email Address

1. Person(s) Responsible for Clean-up: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Phone number

1. Specific Requirements (Please be detailed):

Chairs \_\_\_\_\_\_\_\_\_\_\_ (Where\_\_\_\_\_\_\_\_) Tables \_\_\_\_\_\_\_\_\_\_\_\_ (Where\_\_\_\_\_\_\_\_\_\_\_)

Microphone \_\_\_\_\_\_\_\_\_\_\_, Video projector \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any additional information that will enable the program to run smoothly: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (If needed, please use blank below or an attached sheet.)

**SPECIAL INSTRUCTIONS**

(Please, read carefully before signing application.)

1. Organization shall indemnify and hold the Presbyterian Church of New Jersey and all of its officers, agents, and employees harmless from and against any and all claims, damages, losses and expenses, including attorney’s fees, arising out of, resulting from and/or in connection with the organization’s use of the Presbyterian Church of New Jersey’s facilities which are caused by any error, omission, negligent or willful act of the organization, his agents and employees.

1. Organization to provide its own liability insurance. The Presbyterian Church of New Jersey must be listed as an additional insured on organization’s liability insurance.

1. Organization must furnish adequate adult supervision of above activity before, during, and after activity.

1. Any damage to church property claimed by the Presbyterian Church of New Jersey to have been done as a result of this activity will be the responsibility of the using agency. Below agency must assume pecuniary responsibility for such claims.

1. Organization must comply with “NO SMOKING”, “NO ALCOHOL” regulations

1. Organization must comply with any special instructions made by the Presbyterian Church of New Jersey on this form when returned.

1. All types of refreshments must be served and consumed only in the fellowship room.

1. If an organization requests the use of the main sanctuary in the new building, A/V room operators must be employed and on site during the event.

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RESPONSE TO THE APPLICATION FOR USE OF CHURCH BUILDING

FROM The Presbyterian Church of New Jersey Date \_\_\_\_\_\_\_\_\_\_\_

1. Your organization has been granted permission to use as on the application. (\_\_\_\_\_\_\_)

Your organization has been granted permission to use with the following adjustment. (\_\_\_\_\_\_\_\_)

Items adjusted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your organization has NOT been granted permission to use our facility. (\_\_\_\_\_\_\_\_)

1. Special Instructions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Fees to be paid by organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Session Moderator Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Session Secretary Date

\*The Presbyterian Church of New Jersey reserves the right to cancel or revoke any approved use of facilities.