

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: _____

2. 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____.

3. Date/Dates requested: _____
Month/ Day (to Month/Day) Year

Alternate Date/Dates: _____
Month/ Day (to Month/Day) Year

4. Hours requested: Start_____ End_____
(If different hours of multiple days, please use an attached sheet.)

5. Purpose: _____

Number of participants: Adults (18+) _____ Children _____
Admission to be charged: Yes _____ (How much \$ _____) No _____

6. _____
Name Position/Office

Signature Date

Organization Address

Phone Number Email Address

7. Person(s) Responsible for Clean-up: _____
Name Phone number

8. 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.
2. 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.
3. Organization must furnish adequate adult supervision of above activity before, during, and after activity.
4. 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.
5. Organization must comply with "NO SMOKING", "NO ALCOHOL" regulations
6. Organization must comply with any special instructions made by the Presbyterian Church of New Jersey on this form when returned.
7. All types of refreshments must be served and consumed only in the fellowship room.
8. 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.

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. (_____)

- (2) Special Instructions: _____
- (3) 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.