

BUILDING USE REQUEST

Alexandria First Presbyterian Church

141 Little York-Mount Pleasant Road, Milford, New Jersey 08848
Phone: 908-996-4333 www.AlexPres.org

Today's Date: _____ Date(s) and time(s) requested: _____

Person or organization requesting use: _____
(print name)

(mailing address) *(email address)* *(fax)*

(day phone) *(evening phone)* *(cell phone)*

Charter Organization: _____ Certificate of Liability Insurance: _____
(provide troop, den or unit number) *("X" if included)*

Address: _____
(street) *(city)* *(state)*

Proposed use: _____

Is proposed use a fund-raiser? _____ Is admission being charged? _____ Is this a public event? _____
(yes or no) *(yes or no)* *(yes or no)*

Primary contact person onsite/responsible during use*: _____
(print name)

(address) *(cell phone)*

Secondary contact person: _____
(print name) *(cell phone)*

Estimated number of guests: _____ Estimated number of cars: _____

Your \$50.00 one-time application fee must be enclosed with your application for your request to be considered. See page 5 of the accompanying Policy and Fee Schedule for the additional usage fee specific for your event.

Room(s) requested: Fellowship Hall Kitchen
 Gathering Room Yellow Room Class Room

Comments: _____

***If this person changes, the church MUST be notified. Failure to do so may result in loss of building use.**

The person or organization requesting the use of the church facilities hereby absolves the church, its pastors, members, and/or leadership of any liability for personal injury resulting from the use of the facilities and/or property and further agree to be responsible for any property damage that results from use of the premises. Please report any damage or injury to the church office immediately. Your signature and initials on pages 1 and 2 of this application indicates your acceptance of the outlined responsibilities.

<p style="text-align: center;">CHURCH ROUTING:</p> <p>Rec'd: _____ Approved: _____ Ack: _____</p> <p>Liaison: _____</p>	<p style="text-align: center;">_____ <i>printed name of responsible applicant</i> <i>(cell phone)</i></p> <p style="text-align: center;">_____ <i>signature of responsible applicant</i> <i>(date)</i></p>
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Initial here	No smoking, alcohol, drugs or weapons are permitted anywhere on our property.
Initial here	We require that children be supervised at all times. This includes the participants, siblings of the participants, and children of adult leaders. Children are not to roam the facilities and are to remain in the same room as your event.
Initial here	Failure to comply with the responsibilities on these pages could result in early termination of this agreement.

Responsibilities for Using the Building

Thank you for helping to be good stewards of our church and facilities.

1. All groups must comply with the Responsibilities for Using the Building, which is listed on the Building Use Request Form.
2. Be faithful stewards, promoting green practices to maintain our facilities for future generations.
3. All exterior doors are to remain closed during your time in the building due to flies that come in from the surrounding farmlands.
4. It is expected that you bring your own disposable plastic- and paper-ware including tablecloths, towels, utensils, plates, cups, garbage bags etc.
5. The ovens and microwave are to be thoroughly cleaned if used.
6. There is to be no tape, nails, glue, etc applied to the walls or ceilings.
7. Open flame on the premises – indoors or outdoors – in the form of candles, butane products, tea lights, campfires, fireworks, etc. is not permitted.
8. All recycled material is to be rinsed and drained before deposit in the recycling receptacle in the kitchen. To be in compliance with the New Jersey Mandatory Source Separation and Recycling Act, recyclables may not be placed in the trash.
9. All tables and counters are to be wiped down. If food or drink was involved, all surfaces should be addressed using a mild soap and water solution. If stains occurred, please notify the church office or your liaison immediately so prompt action may be taken.
10. All food and beverage brought in must be removed from the premises at the conclusion of your event.
11. Be certain to take home any dishes or platters brought in with you. Any dishes left behind will be donated to the local thrift shop within a week of your event.
12. Sweep and mop the floors as needed. Supplies are provided for you in the janitorial closet on the lower level.
13. Return all tables, chairs, and equipment to their proper place.
14. Before leaving, walk through the building on both levels, checking to see that the lights and fans are off in all six bathrooms, all windows are shut and locked, and the thermostat is returned to its normal setting (80 degrees in the summer and 65 degrees in the winter). All other lights and appliances should be shut off.
15. All exterior doors and windows are to be secured and locked at the end of your event.
16. Collect all garbage into plastic bags, securely fasten them shut, and take them to the dumpster outside making sure the dumpster lid is completely closed. If there is not enough room in the bin to completely close the lid, you are to take the trash home with you.
17. All groups through their on-site contact person are responsible to the proper level of supervision. Groups must provide a 7:1 children to adult supervision ratio.
18. No smoking, alcohol, drugs, nor weapons permitted anywhere on our property.
19. All groups using the building will be concluded by 10 p.m.
20. All groups are responsible for all damage to church property.
21. Kitchen use is limited to re-heating and serving of prepared food only.
22. Food is permitted in the Fellowship Hall and kitchen area only.
23. No use of space heater.
24. Our building is handicapped accessible. If the need should arise, please contact the Church Office or your Building Liaison.
25. Animals are not permitted, except for aid dogs for the physically handicapped.

**Terms of this agreement expire on the first of September of the following program year.
I have read, understand, and agree to the above responsibilities.**

Printed name of responsible applicant

Signature of responsible applicant

date