

**APPLICATION FOR USE OF THE
BUILDING & FACILITIES OF COVENANT PRESBYTERIAN CHURCH**

(SUBJECT TO THE APPROVAL OF THE BUILDING AND GROUNDS COMMISSION)

TO: THE BUILDING AND GROUNDS COMMISSION
OF COVENANT PRESBYTERIAN CHURCH
471 PARKWAY AVE, TRENTON, NJ 08618
609.989.8282
www.CovenantChurchTrenton.org

_____ DATE OF APPLICATION

WE HEREBY APPLY TO USE THE FOLLOWING ROOMS AND FACILITIES OF COVENANT CHURCH. THE UNDERSIGNED EXECUTIVE AND SPONSORS GUARANTEE THE OBSERVANCE OF ALL RULES AND REGULATIONS OF THE CHURCH IN CONNECTION WITH THIS USE, AND UNDERSTAND THAT THEY WILL BE HELD RESPONSIBLE BY THE CHURCH FOR THE PAYMENT, BY THEIR ORGANIZATION, OF ANY DAMAGES TO THE BUILDING OR FACILITIES THAT MAY RESULT FROM THIS USE. THIS FORM MUST BE FILLED OUT IN ITS ENTIRETY TO BE CONSIDERED FOR BUILDING USE. PLEASE PRINT ALL INFORMATION. THANK YOU.

REQUESTS MUST BE SUBMITTED 30 DAYS PRIOR TO USE DATE

NAME OF ORGANIZATION _____

BRIEF STATEMENT OF ORGANIZATION'S PURPOSE, IF NOT CLEAR FROM NAME _____

PURPOSE OF THIS MEETING _____

AN ADMISSION FEE OF _____ **WILL BE CHARGED TO THOSE ATTENDING**

THE FOLLOWING TYPES OF ITEMS WILL BE SOLD _____

WILL A MEAL BE SERVED? _____ **DATE(S) REQUESTED** _____

HOURS OF USE (A.M. / P.M.) _____ **NUMBER OF PERSONS EXPECTED** _____

DO YOU NEED TABLE SET UP? _____ (SEE FEE SCHEDULE ON REVERSE SIDE)

NUMBER OF SEPARATE ROOMS NEEDED _____ **HOW MANY PEOPLE EACH ROOM** _____

SPECIFY ROOMS BY NAME _____

SPONSOR _____ **SPONSOR** _____

ADDRESS _____

CITY, STATE, ZIP _____

SUBMITTED BY (NAME OF ORGANIZATION) _____

BY (CHAIR, SPONSOR) _____

SIGNATURE _____ **PHONE #** _____ **DATE** _____

1. **Permits will be granted:**
 - A. Only if use is devoted to purposes approved by the Building and Grounds Commission
 - B. Only if application is signed and the observance of all rules is guaranteed by an executive of the organization and two (2) sponsors that meet Building and Grounds approval.

2. **Fees for use of the building**
 - A. Fees for use of the building and parking lot are expected according to the chart below. These fees must be paid in full at least two weeks before the date of the function.
 - B. A \$100 cleaning fee is charged and will be refunded if the building is left in the condition in which you found it.
 - C. When multiple areas are used it is your responsibility to contract the services of the church cleaning service. Information about this service can be obtained through the church office (609.989.8282)

3. **Cancellations**
 - A. Requests for cancellations of permits already granted must be received by the church office at least 24 hours in advance of scheduled use or fee will not be refunded.
 - B. The Building and Grounds Commission reserves the right to rescind a permit on any date facilities are needed for church purposes. It further reserves the right to withdraw any permit if, in its opinion, cause exists. In all cases in which Building and Grounds withdraws it permit, fees will be refunded.

4. **Care of Property**
 - A. Any function held at Covenant will be under the supervision of a church employee, volunteer or security person.
 - B. Any damage must be paid for by the applicant upon receipt of invoice.

5. **Use of Kitchen**
 - A. Kitchens are to be used only when stated on the permit. The use of the large kitchen is permitted only under the supervision of the Building and Grounds Manager and/or a representative of the Building and Grounds Commission.
 - B. The kitchen and all kitchen equipment will be left clean and in order. Trash, garbage, cans and bottles must be disposed of according to posted instructions in the kitchen.

6. **General**
 - A. All rooms in the church building must be closed and all lights out by 11:30 p.m.
 - B. Permits are not transferable.
 - C. The Building and Grounds Commission reserves the right to reject any application.

7. **Security***
 - A. For insurance purposes all functions must have security. Covenant's security: \$45. If function extends over 3 hours, the fee will be adjusted accordingly at \$15 per hour.
 - B. Both interior and exterior security will be on the premises.

Fees for use of Church Facilities

	<u>MEMBERS</u>	<u>NON-MEMBERS</u>
CHURCH SANCTUARY	0	\$750
CHAPEL	0	\$400
LOUNGE	\$100	\$300
SMALL KITCHEN	\$50	\$150
FELLOWSHIP HALL	\$200	\$650
BASEMENT KITCHEN	\$150	\$300
SMALLER MEETING ROOMS	\$50 PER ROOM	\$75 PER ROOM
PARKING LOT USE FOR ACTIVITIES	\$100	\$150
TABLE SET UP AND TAKE DOWN	\$100	\$125
CLEANING FEE	(SEE #2 B AND C)	(SEE #2 B AND C)
SECURITY	\$48 MINIMUM*	\$48 MINIMUM*

TOTAL PAYMENT DUE

ALL FEES ARE NON-NEGOTIABLE