

## APPLICATION FOR USE OF FACILITIES

First Reformed Church  
529 Newark Pompton Turnpike, Pompton Plains, NJ 07444  
973-835-1144 email: [office@firstreformedchurch.com](mailto:office@firstreformedchurch.com)

Today's Date: \_\_\_\_\_ Organization: \_\_\_\_\_

Purpose: \_\_\_\_\_

Will you be selling anything at this activity? YES/NO If "Yes", what? \_\_\_\_\_

Anticipated Attendance: Adults \_\_\_\_\_ Children (under 18) \_\_\_\_\_

Responsible Adult: \_\_\_\_\_ Title of Office: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_

Email: \_\_\_\_\_

Active Member of First Reformed Church? Yes \_\_\_\_\_ No \_\_\_\_\_

Date(s) Requested *(Include dates for rehearsal or other preliminary needs)*

<u>Day of the Week</u>	<u>Date</u>	<u>Time</u>		
_____	_____	Start _____ End _____	Set-up _____	Clear _____
_____	_____	Start _____ End _____	Set-up _____	Clear _____
_____	_____	Start _____ End _____	Set-up _____	Clear _____
_____	_____	Start _____ End _____	Set-up _____	Clear _____

SEE OTHER SIDE FOR ROOMS AVAILABLE AND FEES

**CHURCH USE ONLY:** Date Received \_\_\_\_\_ By: \_\_\_\_\_

Property Team: Approved ☐ Not Approved ☐ Team Leader \_\_\_\_\_

Security deposit received \_\_\_\_\_

Rent deposit received \_\_\_\_\_

Balance received \_\_\_\_\_

**ROOMS/RESOURCES NEEDED** (Check All That Apply):

Check Here	Room/Resources Requested	Seating Capacity (as per fire code)	Donation	Notes
	Sanctuary	397		See wedding /funeral schedule
	Sanctuary Sound System		\$125/3 hrs. \$50/add'l hr.	An approved sound technician is required.
	Friendship Hall (137 chairs)	224 tables & chairs 480 chairs only	\$250/4 hrs. \$50/add'l hr.	Stage & Piano available
	Friendship Hall Kitchen		\$100.	Includes ovens & refrigerator
	Grace Chapel (136 chairs)	87 tables & chairs 155 chairs only	\$200/4 hrs. \$100/2 hrs.	Includes kitchen Piano available
	The Gathering Place (82 chairs)	91 tables & chairs 195 chairs only	\$100/4 hrs. \$50/2 hrs.	Kitchen available/Refrigerator available
	Keator Parlor	30	\$75/4hrs. \$40/2 hrs.	DVD/TV available
	Ministry Arts & Music Center (40 chairs)	36 tables & chairs 77 chairs only	\$75/4 hrs. \$40/2 hrs.	Piano available DVD/TV available
	Custodial Services		\$35/hr	May be required for non-member rentals for set up/clean up. Exceptions with approval of Property Team only

**A \$100 REFUNDABLE SECURITY DEPOSIT WILL BE ADDED FOR KITCHEN USE**

Applicable to members and non-members.

- Active church members shall pay half price of the above providing the event is for a wedding, shower, family gathering, etc.
- All buildings must be evacuated by 10 p.m.
- Active church members have the option to have their Custodial fee waived providing they do all set up and clean up and no further custodial service is required.
- Fees represent suggested donation as the church is a 501C3.

**RENTAL OF TABLES AND CHAIRS FOR OFF-SITE USE:**(Active church members may sign out tables & chairs at no cost. Check with office for availability)

Tables \$3 each (18 wooden 8' tables available)

Chairs \$1 each (168 metal chairs)

No. of Tables \_\_\_\_\_ No. of Chairs \_\_\_\_\_ Pickup Date \_\_\_\_\_ Return Date \_\_\_\_\_

## INSURANCE INFORMATION

A CERTIFICATE OF INSURANCE MUST BE PROVIDED BY YOUR INSURANCE COMPANY.

IT MUST LIST THE FIRST REFORMED CHURCH AS THE CERTIFICATE HOLDER. (SEE SAMPLE)

(It can be faxed directly to the office at 973-835-0566)

PRIVATE INDIVIDUAL MINIMUM = \$300,000

ORGANIZATIONS MINIMUM = \$1,000,000

### INSURANCE COMPANY OR AGENT

Name \_\_\_\_\_

Address \_\_\_\_\_

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

Phone: \_\_\_\_\_

☐ THE \_\_\_\_\_ COVENANTS AND  
(name of organization or individual)

AGREES TO SAVE AND HOLD HARMLESS THE FIRST REFORMED CHURCH OF POMPTON  
PLAINS, ITS AGENTS, SERVANTS AND ADMINISTRATORS FROM ANY AND ALL LIABILITY OR  
DAMAGE ARISING OUT OF THE USE OF SAID PREMISES OR PROPERTY. \_\_\_\_\_ (INITIAL)

### RULES & REGULATIONS

☐ I HAVE READ THE RULES AND REGULATIONS OF THE FIRST REFORMED CHURCH OF  
POMPTON PLAINS AND HEREBY AGREE TO ABIDE BY AND ENFORCE THEM. I FURTHER  
AGREE TO BE RESPONSIBLE FOR ANY DAMAGE ARISING FROM THE USE OF THE FACILITIES,  
AND (IF APPLICABLE) FOR THE KITCHEN CLOSING PROCEDURES. \_\_\_\_\_ (INITIAL)

SIGNATURE \_\_\_\_\_

ORGANIZATION \_\_\_\_\_

DATE \_\_\_\_\_



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
INSURED	INSURER A:	NAIC #
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

**COVERAGES**

CERTIFICATE NUMBER: 1

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			SAMPLE			EACH OCCURRENCE \$
	COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
	CLAIMS-MADE <input type="checkbox"/> OCCUR <input type="checkbox"/>						MED EXP (Any one person) \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY \$
	<input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						GENERAL AGGREGATE \$
	AUTOMOBILE LIABILITY						PRODUCTS - COMP/OP AGG \$
	ANY AUTO						COMBINED SINGLE LIMIT (Ea accident) \$
	ALL OWNED AUTOS						BODILY INJURY (Per person) \$
	HIRED AUTOS						BODILY INJURY (Per accident) \$
	SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident) \$
	NON-OWNED AUTOS						
B	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DED						
	RETENTION \$						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A				OTH-ER
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

**CERTIFICATE HOLDER**

FIRREFC

FIRST REFORMED CHURCH  
529 NEWARK POMPTON TURNPIKE  
POMPTON PLAINS, NJ 07444

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

## **First Reformed Church of Pompton Plains, NJ**

### **Rules and Regulations for Use of Church Facilities**

In order that the use of Church facilities can be properly regulated and controlled, and in order to streamline and accelerate the procedure for granting permission to use buildings and facilities, the following rules and regulations have hereby been adopted.

1. The organization or individual (to be known as "sponsor") desiring to use Church facilities, shall make application to the Church office and must have approval of the pastors and the Consistory through the Property Team.
2. Applications will be accepted only from responsible individuals and/or responsible groups duly organized and under the supervision and sponsorship of an adult. This adult will be referred to hereafter as "advisor". His/her name shall appear on the application blank and contract.
3. The buildings and facilities are not available Saturday nights, because of difficulties with Sunday worship preparations the following morning. Exceptions only with prior approval of the Property Team.
4. Permission to use Church facilities is granted with the distinct understanding that the use (including rehearsals) will not interfere in any way with the Church program and schedules. It may be necessary, on occasion, for the Consistory to change dates or cancel use privileges because of important Church activities that may be scheduled after permission to use facilities has been granted. Alternate rooms could be offered in the event of conflicting schedules.
5. The right is reserved to revoke permission granted to use of Church facilities when the rules and regulations have not been complied with.
6. Buildings must be cleaned and vacated by 10:00 P.M.
7. No grant of permission to use Church facilities shall interfere with the inherent right of every Consistory member to full and free access to the Church properties at all times.
8. A building sexton shall be on duty, as specified in the schedule of fees, during the hours when a building is in use. His presence is for the purpose of security, inspection and observation. His services are not at the disposal of the user of the buildings.
9. Smoking is not permitted at any time inside any of the buildings. Violation of this rule will result in the immediate cancellation of the privilege here granted.
10. The use, sale, or presence of alcoholic beverages is prohibited from all buildings and grounds.
11. Card playing in any form is not permitted.
12. Applications shall be made in writing on forms provided by the Church office. Permission to sell or display anything must be requested in writing.
13. Pianos may not be moved from any level, including stage and floor, without permission.
14. Requests for tuning of piano shall be stated on application. The cost to the Church will be passed on to the requester.
15. No alterations to building or sections thereof, or to electrical systems, or to any part of the Church property will be permitted.

16. Nails, tacks or other sharp fastening devices may not be driven in floors or walls, or fixtures and furniture; buildings, floors, equipment, grounds may not be defaced in any way.
17. Balloons are not permitted in the Sanctuary.
18. The sponsor, through the advisor, shall be responsible for the following in accordance with the agreement and rules of the Consistory:
  - a. Proper use and proper care of facilities and equipment.
  - b. Maintain proper control and good order at all times. Control shall extend to spectators in attendance.
  - c. Cause the advisor to be in attendance at all times when the facilities are being used. He/she shall be the first person to be admitted and the last to leave. Under no circumstances may the sponsor use the facilities when the advisor is not present.
  - d. Assume responsibility for damages to Church property; all liability for all claims resulting from accident, theft or any other cause.
  - e. Restrict itself to the use of such facilities as have been approved.
  - f. Understand that failure to comply with any of these rules and regulations shall be deemed sufficient cause to revoke the permit.
19. The signature of the sponsor per the advisor on the application form shall be considered contractual in accordance with these rules and regulations signed for the Consistory by the Chairperson of the Property Team and delivered. Use of facilities shall not commence before the permit has been granted and in accordance with these rules and regulations.
20. Because the demand for use of facilities may be greater than available facilities, it may be necessary to arrange a "sharing" plan whereby the full requests of sponsors may have to be curtailed to permit accommodation of all sponsors making requests.
21. All township ordinances, the rules of the Board of Health, and the rules of the police and fire departments regarding public assemblies must be strictly complied with.
22. No decorating is to be done without the permission of the sexton. Flameproof decorations must be used.
23. Storage of equipment by users on Church premises is prohibited except by prior approval. The Consistory assumes no responsibility for property left on premises.