

REQUEST for USE of CHURCH FACILITY

To: The Rector, Wardens and Vestrymen of St. Andrew's Church
121 High Street
Mount Holly, NJ 08060

From: _____
(Name of Organization)

(city, state, zip)

Name of Contact: _____

(telephone) / (cell) / (fax) / (email address)

The above organization wishes to use the following church facilities:

Parish Hall Kitchen Church Other (describe) _____

On the following date (s) _____

for the hours from _____ to _____

for the following purpose _____

Set up and other requirements _____

- All users must provide a minimum of two weeks' notice – required.
- All users are required to maintain, in addition to any insurance required by law, Comprehensive Liability Insurance, in an amount of not less than \$1,000,000 per occurrence. All users must provide proof of liability insurance upon submitting application. St. Andrew's Church must be named as additional insured on the policy. Failure by St. Andrew's to enforce the required certificate will not void user's obligation to provide the insurance as aforesaid.
- In addition, by making this application, the user agrees that should this application be granted, user will indemnify, hold harmless, and defend St. Andrew's Church, against any and all demands, claims, damage fees, cost and liabilities of any kind (including but not limited to attorneys fees) to the fullest extent permitted by law. All users agree to abide by the terms on the back of this form.
- Any extra costs as per schedule on the back of this form will be paid by user.
- Payment must be received by the Church within 10 days from the approval and no fewer than 5 days before the event.

I (We) have read the Standard Operation Procedures and agree to abide by them.

(Signature)

(Signature)

(Telephone)

(Telephone)

Action taken by Vestry (date) _____

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OTHER TERMS:

- Alcohol will not be served without prior approval.
- Raffles, 50/50, and games of chance require prior approval and the appropriate license.
- Prior approval is required for the use of the kitchen. A kitchen fee and deposit will be required for the use of the kitchen. User will be responsible for all costs to clean the kitchen.
- The Church will determine if a Sexton is required to attend the event.
- THE PARISH HALL CAN HOLD A MAXIMUM OF 100 PERSONS. _____ (PLEASE INITIAL)

Additional Comments: _____

OFFICE USE ONLY

FACILITY DONATION

FEES	AMOUNT	# OF HOURS	TOTAL FEE
Custodial Fee	\$ _____/hour – 2 hour minimum	_____	\$ _____
Kitchen Deposit	\$ _____		\$ _____
Kitchen Fee	\$ _____		\$ _____
Donation	\$ _____		\$ _____
Other Fees	\$ _____		\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
		GRAND TOTAL	\$ _____

_____ *Approved by*

_____ *Date*

Notes:

