

**BUILDING USE REQUEST FORM  
for Ongoing Use of:**

**SIX MILE RUN REFORMED CHURCH  
3037 STATE ROUTE 27  
FRANKLIN PARK, NJ 08823  
PHONE: 732-297-3734  
FAX: 732-297-4234  
<http://.sixmilerun.org>**

**OFFICE HOURS: MONDAY-FRIDAY, 9:00 AM TO 12 NOON**

**USER INFORMATION**

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_

EVENT DAY OF THE WEEK: \_\_\_\_\_ EVENT HOURS: \_\_\_\_\_ to \_\_\_\_\_

EVENT PERIOD: From (date) \_\_\_\_\_ to (date) \_\_\_\_\_

NUMBER OF PEOPLE ATTENDING: \_\_\_\_\_

**AREAS REQUESTED**

\$ \_\_\_\_\_ per week for Fellowship Hall (includes use of kitchen)

\$ \_\_\_\_\_ per week for Chapel Room (includes use of kitchen)

\$ \_\_\_\_\_ per week for Fellowship Hall and Chapel Room (includes use of kitchen)

\$ \_\_\_\_\_ per week for Lounge

\$ \_\_\_\_\_ Deposit (refer to paragraph b. on page 2)

Deposit: Received (enter date) \_\_\_\_\_

Proof of Liability Insurance (refer to paragraph c on page 2): Received (enter date) \_\_\_\_\_

**INDEMNIFICATION:** The User will hold harmless and indemnify the Six Mile Run Reformed Church from and for any and all payments, expenses, costs, reasonable attorney fees and from and for any and all claims and liability for losses or damage to property to injuries to persons occasioned wholly or in part by or resulting from any acts or omissions by the User or User's agents, employees, guests, licensees, invitees, sub Users, assignees or successors, or for any cause or reason whatsoever arising out of or by reason of the occupancy of the Premises by the User or business of the User.

Before signing, be sure to read the "Indemnification" printed above, and the "Rules and Requirements for Users" printed on the Use of Church Facilities on page 2.

**USER SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

# USE OF CHURCH FACILITIES For Ongoing Use of

## SIX MILE RUN REFORMED CHURCH

### REQUIRED MINIMUM DONATIONS

Fellowship Hall	\$ \$75/hour, 140 people max., includes use of stage and kitchen
Chapel Room	\$ 50/hour, 48 people max., includes use of kitchen
Fellowship Hall/Chapel Room	\$ 115/hour, 188 people max., includes use of stage and kitchen
Lounge	\$ 50/hour, 48 people max., includes use of kitchen

*\*\*\*Note: Weekly or monthly donation in lieu of hourly donation is negotiable.\*\*\**

### RULES AND REQUIREMENTS FOR USERS PLEASE READ IN ITS ENTIRETY

- a. Building use is restricted to only those areas for which there is a written agreement. Note, bathrooms are accessible with any of the areas reserved for use.
- b. The first week's donation is required at the time the contract is signed to reserve the agreed-upon dates
- c. Liability insurance, with a minimum limit of \$1,000,000.00 naming Six Mile Run Reformed Church as additional Insured is required. A Certificate of Insurance showing this must be provided to the church office no later than one week prior to the first use of the facilities.
- d. Clean up shall be completed at the end of each reserved time slot.
- e. All use, regardless of start time, must end by 11:00 pm, and the building must be vacated by midnight
- f. Due to fire regulations, the maximum people listed above must be adhered to. If not, you will be asked to vacate the facility immediately and any fines incurred will be paid by the contracted user.
- g. Children must be monitored at all times in an agreed upon area of the facility.
- h. NO alcoholic beverages permitted.
- i. Do NOT park vehicles in front of any doors or along the fellowship hall.
- j. Keep all exits clear at all times.
- k. Tables and chairs are available in the room off of the Chapel Room. They must be returned to the room at the end of the event (stacked neatly and correctly on the racks and put back in the configuration that they were found).
- l. Physical condition of any rooms used must look as if you had never been there.
- m. If kitchen is used, clean-up of all surfaces is essential
- n. All garbage cans must be emptied and the garbage taken to the Church dumpster located in the rear parking area next to the shed.
- o. Please note that the Church recycles. Cans and bottles must be put in the can provided in the kitchen.
- p. Upon leaving, turn off all lights and fans (including bathrooms), close and lock all windows and doors.
- q. Please provide the name and contact information (email and phone) of the person/s to conduct the event.
- r. Please submit the attached "Usage Invoice" sheet with each monthly payment.

# CLEAN-UP CHECK LIST

Please use this checklist as you exit the church premises each time. If you fail to observe these requirements, you will jeopardize your ability to use the facilities any further.

## KITCHEN

- \_\_\_\_\_ Clean and wipe all counter surfaces
- \_\_\_\_\_ Clean and wipe all sinks and sink strainers
- \_\_\_\_\_ Clean and wipe any kitchen equipment used
- \_\_\_\_\_ Clean and put away anything used (utensils etc.)
- \_\_\_\_\_ Turn off stoves and ovens
- \_\_\_\_\_ Turn off exhaust fan
- \_\_\_\_\_ Remove any uneaten food from premises (refrigerators, stoves, counters etc.)

## FELLOWSHIP HALL/CHAPEL ROOM

- \_\_\_\_\_ Clean and wipe all tables
- \_\_\_\_\_ Fold up all tables and chairs, stack on racks and return racks to storage room

## GENERAL

- \_\_\_\_\_ Fold up all tables and chairs, stack on racks and return racks to storage room
- \_\_\_\_\_ Clean up any garbage left in any and all areas used
- \_\_\_\_\_ Empty all garbage cans and put in church dumpster
- \_\_\_\_\_ Clean up any garbage left outside (parking lot etc.)
- \_\_\_\_\_ Close all windows and doors
- \_\_\_\_\_ Turn off all lights (kitchen, fellowship hall, bathrooms, foyer and hallway, chapel room or any other areas used)
- \_\_\_\_\_ Close doors when exiting
- \_\_\_\_\_ Report any damage. Please provide a detail of any damage incurred during the event below.

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Note: The building must be vacated by midnight (12:00 am) (refer to paragraphs d. and e. on page 2)