

COMMUNITY PRESBYTERIAN CHURCH OF MOUNTAINSIDE  
1459 Deer Path, Mountainside, NJ 07092  
(908) 232-9490

USE OF FACILITIES REQUEST FORM

Please complete the following to the best of your ability and return to the church office so that we may check the calendar and schedule your event.

NAME OF ORGANIZATION OR INDIVIDUAL REQUESTING A FACILITY:

\_\_\_\_\_ PHONE #: \_\_\_\_\_ E-Mail: \_\_\_\_\_

NAME OF PERSON RESPONSIBLE FOR THIS EVENT IF OTHER THAN ABOVE:

\_\_\_\_\_ PHONE #: \_\_\_\_\_ E-Mail: \_\_\_\_\_

DATE OF PLANNED EVENT: \_\_\_\_\_ TIME FROM: \_\_\_\_\_ TO: \_\_\_\_\_

ROOM REQUESTED: \_\_\_\_\_ Assembly Room \_\_\_\_\_ Kitchen \_\_\_\_\_ Memorial Room  
\_\_\_\_\_ Sanctuary

If USE IS ON A ROLLING BASIS, PLEASE INDICATE MONTH(S) and DAY(S): \_\_\_\_\_

**SHORT DESCRIPTION OF THE EVENT PLANNED:**

**IMPORTANT INFORMATION:**

1. Review the guidelines attached relating to use of the church's facilities during the COVID pandemic. Your signature below indicates your acceptance of these guidelines.
2. The condition of all facilities must be left in the same condition as found.
3. Lights must be turned off at the conclusion of the event.
4. Doors must be locked before leaving.
5. Floors must be swept and garbage removed at the end of the event.
6. If the kitchen is used it must be left clean with equipment stored. If using the oven(s), make sure all burner and gas knobs are turned OFF when finished.
7. No materials may be removed from the walls.
8. Tables and chairs must be neatly stacked and stored.
9. Please refrain from using areas of the church not included in this request.
10. Any problems with the facility must be reported as promptly as possible to the church office (number listed above) during or at the conclusion of the event.
11. FEE: Community groups and church members are generally allowed free use of the facilities. Private organizations and individuals who are not church members are charged a fee (\$300 per day). Final decisions and approvals are made at the discretion of the Board of Trustees and Session.

**I have read, understood, and will comply with the attached COVID pandemic guidelines.**

\_\_\_\_\_  
(Requesting signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Church Official Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Approved) (Not approved)

\_\_\_\_\_  
(Fee)