

First Presbyterian Church

20 Kings Highway East, Haddonfield, NJ ♦ 08083 (856) 429-1960 ♦ tbogetti@haddonfieldpres.org

Request for Use of Church Facilities (Non-Wedding Events*)

Organization _____

Contact Person's Name _____

Phone _____

Email _____

Address _____

Signature _____

Check if your organization:

- is sponsored by First Presbyterian
- is non-profit
- holds liability insurance – Please provide proof of insurance with your payment
- has been approved for use before

Room requested _____

Date(s) requested _____

- One-time event
- Series of meetings
- Standing event

Times (including set-up and cleanup) _____
(\$200 fee for events outside of regular church hours)

Start time of event _____

Purpose _____

Number Attending _____

- Chairs Required – number _____
 - Tables Required – number _____
- } To be set up by organization (\$250 additional fee for staff set up)

Sound/Video Required (\$100 tech fee will apply) Specify needs _____

Refreshments served (\$150 fee applies if you plan to use the kitchen)

- Beverages (*Alcohol is prohibited*)
- Snacks
- Meal

Rental Fees:

Room fee \$ _____

Kitchen fee (if needed) _____

Tech fee (if needed) _____

Security fee (after hours) _____

Total \$ _____

For office use – Church Staff Notified:

Travis Bogetti

Anne Vial

Entered on Church calendars

Date and method paid _____

Fees and Policies

Room	Fee	Notes
Fellowship Hall	\$500	Large capacity; fits tables and chairs; gym – air-conditioned
Hospitality Center	\$200	Tables and chairs; kitchenette w/sink and fridge – air-conditioned
Parlor	\$250	Semi-formal; couches and chairs – not air-conditioned
Choir Room	\$100	Flexible meeting space w/ chairs – not air-conditioned
Small Meeting Room	\$50	Basement level; not fully accessible (must use stairs) – air-conditioned
Sanctuary	\$950-\$1,200*	Large formal worship space – not air-conditioned
Chapel	\$500	Small formal worship space – not air-conditioned
Kitchen Alone	\$300	Not commercially certified

(Room fees may be waived for Church members)

Additional Fees

Personnel for events outside of normal church hours	\$200
Kitchen use when added to other room use	\$150
Tech fee for audio/visual requests	\$100
Staff labor	\$250
In some cases, a security deposit may be required	To be determined by church staff

Fees offset overhead expenses of utility, security, and janitorial services to groups not of or sponsored by the church. Groups may request a fee reduction based on the nature of the activity or organization.

Policies

- SMOKING AND/OR ALCOHOLIC BEVERAGES ARE NOT PERMITTED.
- Groups must do their own set-up and takedown unless prior arrangements are made. The room must be left as you found it. **Bag all trash.**
- Participants are not permitted to wander around the building. Children must be supervised.
- Needs of the church (such as a funeral) may require a last minute change to a rental. A full refund will be given if the church becomes unable to accommodate your event.

If this request is granted, the above signer individually, and the organization which the signer represents as agent, hereby agree to assume full responsibility for any and all damage to property and injury to persons therein during the period of such use whether such damage or personal injury is caused by employees of First Presbyterian Church or otherwise, full responsibility for the preservation of order in the building, and full responsibility for the proper observance of the regulation of the building.

*This fee is for general use. For wedding fees, refer to Wedding Rental form