

ELMWOOD UNITED PRESBYTERIAN CHURCH

*"Beyond The Walls"*

**Elmwood East**  
135 Elmwood Avenue  
East Orange, NJ 07018  
(Mailing Address)

**Elmwood Central**  
377 Clinton Avenue  
Newark, NJ 07108

**Elmwood West**  
20 Old Indian Road  
West Orange, NJ 07052

**APPLICATION OF USE OF CHURCH FACILITIES**

**Please indicate which location you would like to use:**

**West  Central  East**

*(All pertinent questions must be answered before application will be processed)*

Date of Application \_\_\_\_\_

Name, address and telephone number of person completing application:

Name: \_\_\_\_\_

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

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

Are you a member of Elmwood United Presbyterian Church? Yes | No |

If no, are you related to a member of Elmwood United Presbyterian Church? Yes | No |

Name of member and relationship: \_\_\_\_\_

Nature of Activity (describe): \_\_\_\_\_

Date Requested: \_\_\_\_\_ Alternate Date: \_\_\_\_\_

Time: from \_\_\_\_\_ to \_\_\_\_\_ Expected # of Attendance: \_\_\_\_\_

*Note: If request is for an activity which requires a rehearsal (i.e. a wedding ceremony) or set up time, please indicate the date and time you anticipate needing, prior to the activity: \_\_\_\_\_*

Area(s) of the church to be utilized: | Sanctuary | Classrooms | Fellowship Hall | Kitchen  
| Lower Level Rear | Gym | Other

***If this request is for an organizational function, please complete the following:***

Name of Organization: \_\_\_\_\_

Will there be a speaker? Yes | No | If yes, who? \_\_\_\_\_

Has the speaker been approved by the pastor? Yes | No | \_\_\_\_\_

Will an honorarium be presented? Yes | No | If yes, how much? \$ \_\_\_\_\_

Will a donation or collection be taken? Yes | No |

If answer to the previous question is yes, how will the proceeds be used? Describe

\_\_\_\_\_

Will an advance from church funds be needed? Yes | No |

If yes, when will funds be repaid? \_\_\_\_\_

Equipment needed for function (include the number where appropriate)

Tables (seat 10 Persons each) \_\_\_\_\_ Chairs \_\_\_\_\_ Coffee urns \_\_\_\_\_

Kitchen Facilities (dishes, cups, saucers, etc.) \_\_\_\_\_

Audio Visual (describe) \_\_\_\_\_

Other (describe) \_\_\_\_\_

## INSTRUCTIONS/PROCEDURES

After completing the “*Application for Use of Church Facilities*” form, you must return to the church office and a **non-refundable deposit of \$25.00 must be submitted with your application**. If you have any questions, please call the church office at (973) 678-0055. Form may also be faxed to the church office at 973-678-2349.

Completed forms will be reviewed by the EUPC Building and Grounds Committee and once approved, you will be notified accordingly. One half of the balance must be paid at the time of approval and the remaining balance must be paid to the church office one week prior to the event. **THE MAXIMUM TIME LIMIT FOR ANY AFFAIR SHALL BE FOUR (4) HOURS. A \$100 FEE WILL BE CHARGED FOR EACH ADDITIONAL HOUR. ADDITIONAL CHARGES FOR PROPERTY DAMAGE, OVERTIME OF PERSONNEL, ETC. MAY BE INCURRED AND CHARGED AS DEEMED APPROPRIATE BY THE COMMITTEE. ALL FEES MUST BE PAID BY CASH OR MONEY ORDER (NO PERSONAL CHECKS ACCEPTED).**

### FEES

Description	Member/Exist Community Group	Non- Member
Fellowship Hall/ Kitchen Combined	\$300	\$425
Fellowship Hall	\$200	\$350
Classrooms	\$150	\$250
Sanctuary	\$300	\$450
Gym	\$200	\$300
Security Deposit (Non Refundable)	\$0	\$25
Sexton (East)	\$75	\$75
Sexton (West)	\$100	\$100
Sexton (Central)	\$75	\$75
Elmwood Central (Sanctuary Only)	\$300	\$400
Choir Director	\$125	\$125
Organist	\$75	\$125
Organist (Rehearsals)	\$50/Hr.	\$50/Hr.
Instrumentalist	\$200	\$200
Soloist	\$100	\$100
Sound	\$75	\$75
Media	\$75	\$75

### HOUSEKEEPING RULES:

- Any chairs or tables that are moved from one location to another should be returned to the original location
- Any chairs and tables that are set up should be taken down.
- All garbage should be put into garbage bags, not unlined cans
- No food should be left sitting on the counters or the stove(s).
- Be aware of the scheduled hours and make every attempt to stay within them.
- Wash all pots, pans, knives, forks, spoons and any other utensils and return them to their proper location
- Leave the building in as good as, if not better than, the condition in which you found it.
- No food, no drinking, no eating in the sanctuary.