



Emmanuel Church
 14 Hope Street
 Ridgewood, NJ 07450
 Phone: 201-444-7300 • Fax: 201-444-7303
www.emmanuelridgewood.org

Payment Amount: _____

Date Received: _____

APPLICATION FOR USE OF CHURCH FACILITIES BY NON- MEMBERS

Date submitted: _____

I/We hereby apply to the appropriate boards to use the sanctuary of Emmanuel Church, Ridgewood, NJ on the dates and the terms and conditions set forth herein:

Date of use: _____ Hours requested: _____

Name of applicant: _____

Address: _____

Phone: _____ Cell: _____

Are you applying for: Personal use ____ Community use ____ Other: _____

What is the proposed Activity? _____

Will this be one time use ____ multiple uses on the following dates: _____

Estimated number of attendees _____

Please be advised: Moving the Piano must be supervised by Church Staff. A fee of \$100 will be charged.

* Extra necessities: TV ____ VCR ____ DVD ____ Extension Cord ____ Projection Screen ____ Podium ____

*Tech Fee \$150(1st Three (3) hours, then \$30/hr thereafter) Microphone ____

*Organist/Pianist (if needed) \$250 ____

Fee Schedule:

<u>Facilities Requested</u>	<u>Approximate Capacity</u>	<u>Use Fee</u>	<u>Custodian Fee</u>
____ Sanctuary	250	\$400	\$100
____ Chapel	30	\$125	\$ 50
____ Heritage Hall (incl. Kitchen)	100	\$350	\$100
____ Library	20	\$50	\$ 25
____ Peace Lounge**	100	\$500	\$150

Please note: \$300 Deposit is due at the time of booking and balance due 2 weeks prior to event.

**** Peace lounge only-a \$200 security deposit is required and refunded after the close of the event.**

Terms and Conditions:

All of the facilities of Emmanuel Church are smoke-free and drug-free premises. Alcohol is permitted but a waiver must be signed and user obtains compliance with applicable rules, regulations, state laws and the host/caterer must provide evidence of liquor liability insurance or sign a waiver of liability. User is responsible for restoration of church facilities to pre-use condition. Breakage or missing items will be the responsibility of the user.

One-half of room fee will be refunded if an event is cancelled after the event has been approved and calendared by the church.

No refund will be given, if you canceled within 48 hours prior to the event.

I/We have read and agree to the above terms and conditions:

 Applicant Signature

 Date

 Applicant Signature

 Date

Comments/Special Requests:

Submitted to Deacons

Approved _____ Rejected _____

Signature _____ Date _____

Submitted to Trustees

Approved _____ Rejected _____

Signature _____ Date _____