

Space Utilization Application

Organization: _____ Today's Date: _____

Address: _____

City, State, Zip: _____

Phone: _____ Cell: _____ email: _____

Person filing application: _____

Address: _____ Phone: _____

Use of the space is restricted to those purposes which meet our philosophy, town ordinances, and non-profit status.

The group must agree:

- To abide by the House Rules
- To leave the church in its original condition
- To vacate by 10:00 PM

Dates and hours requested

One time Use: **Date:** _____ **Time in:** _____ **Time out:** _____

Seasonal Use: **Beginning Date:** _____ **End Date:** _____
Time in: _____ **Time out:** _____

Number of people expected in attendance: _____

If more than 100 are in attendance at a class or event, a fire permit is required by the state. The \$35 permit is good for one year. You must apply by calling Lt. Kevin Allen, Fire Official at 973-509-4769.

Age group(s): _____

Special needs: _____

Will there be food and/or beverages served? Yes ___ No ___
(Smoking, alcoholic beverages, and illegal substances are prohibited.)

Is there a fee, admission charge, or tuition for your activity? Yes ___ No ___ **Amount:** _____

Space Requested

Sanctuary Building:

Assembly Room Sanctuary
 Kitchen Music Room
 Scout Room (basement) Other _____

Vincent Building:

Chapel Cole Room
 Fellowship Hall (basement) Classroom
 Kitchen Library/ Resource Room
 Other _____

Music Facilities Requested: *Pending approval of Director of Music*

Schumann Memorial Organ
 Steinway Grand Piano

Please contact the Church Office about moving or tuning instruments.

FOR OFFICE USE

Confirmation Letter
 Paid
 On Calendar

Circulation to:

Secretary
 Financial Secretary
 Building & Ground Supt.
 Musical Director

Amount Paid: \$ _____ Date Paid: _____

“A church is something more than a place where you listen to a sermon. It is a place of devotion.”
Albert Schweitzer