

**FACILITY USEAGE REQUEST
LONG TERM CONTRACT
FIRST PRESBYTERIAN CHURCH, LAMBERTVILLE, NJ
2011-2012**

Name of Group _____

Mailing Address _____

City _____ State _____ Zip _____

Dates Requested _____

Start _____ End _____

Event Coordinator _____

Daytime Phone _____ Evening Phone _____

E-mail _____

Check Here	Rooms/Requested	Resources (podium, etc.)	Weekly fee	Monthly fee
	Activities Building		\$150	\$500
	Kitchen		\$100	\$250
	Library		\$100	\$300
	Adult Ed. Room		\$60	\$200
	Sanctuary			
	Sexton		\$30 per hour	\$30 per hour

*Note that the gym, as well as all church spaces are **alcohol free** with no exceptions. Further, Mylar/gas balloons cannot be used in the gym spaces as they rise and clog fans and HVAC equipment. The key for the facility may be accessed through the Sexton. The Sexton will be responsible for securing the rental space. The host/responsible party are responsible for the conduct and behavior of their guests. Payment is due to the church office 3 days prior to the scheduled event.*

Thermostat settings are not to be changed or tampered with.

Use of kitchen facilities, oven, or cold storage needs must be coordinated with Sexton prior to day of rental.

IDC, Inc is the official catering partner of The First Presbyterian Church of Lambertville. All food and drink inquires must be directed to Grace Reading at 609-224-5283.

Special fee schedules or terms of payment can be negotiated between the event coordinator and Pastor of First Presbyterian Church with the advice and consent of Session, First Presbyterian Church of Lambertville.

For the church year 2011-2012 the fuel oil surcharge will be \$400.00, which will be implemented if deemed so by the Session of the First Presbyterian Church, Lambertville.

Pastor, First Presbyterian Church

Clerk of Session

Point of Contact/Responsible Party

Date