

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

Name of Group \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Date(s) Requested \_\_\_\_\_

Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Event Coordinator \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

E-mail \_\_\_\_\_

<b>Check Here</b>	<b>Rooms/Requested</b>	<b>Resources (podium, etc.)</b>	<b>Daily Usage (up to 6 days)</b>
	Activities Building		\$100.00
	Kitchen		\$100.00
	Sanctuary		\$100.00
	Sexton		\$30.00/hour

***A security deposit of \$200.00 is due at time of contract signing and will be returned to the signer the following business day contingent on proper security, church owned property, and sanitation reviews.***

*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.*

\_\_\_\_\_  
Pastor, First Presbyterian Church

\_\_\_\_\_  
Clerk of Session

\_\_\_\_\_  
Point of Contact/Responsible Party

\_\_\_\_\_  
Date