



Hillsdale United Methodist Church

349 Hillsdale Avenue, Hillsdale, New Jersey 07642

(201) 664-5231

www.hillsdaleNJumc.org

FACILITIES AGREEMENT

1. The application is subject to review and it is understood that church groups have first choice of dates
2. Please allow two weeks for review and approval
3. Only the facility stated on the application along with the nearest restrooms are approved for use
4. Organizations and private parties are encouraged to obtain their own insurance. The application must also be submitted with the attached "Hold Harmless Agreement."
5. If the premises are not properly cleaned or are damaged in any way, the church reserves the right to collect an appropriate amount of money to restore the church.
6. If the kitchen is to be used, all guidelines for this room must be followed. (see separate form)

The following are **NOT** allowed on Church premises:

1. Smoking or consumption of alcoholic beverages on the premises
2. Sales or solicitation and "For Profit" activities
3. Gambling of any type
4. Meetings for illegal purposes
5. Political groups

Recommended Donation Amounts:

1-3 hours of use	\$100 per occasion
1-3 hours of use with cleaning required	\$150 per occasion
1-3 hours of use with kitchen facilities	\$150 per occasion
1-3 hours of use with cleaning & kitchen	\$200 per occasion
More than 3 hours	price to be determined

YOUR RESPONSIBILITIES:

1. Make arrangements to pick up a key for opening and closing the building from the office. A deposit may be required.
2. Return the key the next business day, Monday to Friday, 9:00 a.m. to 12:00 p.m.
3. Do not exceed the fire safety requirements regarding the number of people in the building.
4. Use the building only during requested hours. Please be prompt in cleaning and exiting the building.
5. Supervise all children present.
6. Report to the church office any accidents or damage.
7. Set up and take down all chairs and tables. The space should look the same or better than you initially found it.
8. Put all garbage in bags and to the dumpster in the parking lot. Please sweep floors after use.
9. Close all windows and turn off all lights, turn off heat/AC, and locks all doors.