



Christ Church

(Episcopal / Anglican)

500 Fourth Street

Riverton, New Jersey 08077

Telephone: 856-829-1634 Fax: 856-829-2663

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The Revd Canon Richard C. Wrede, Rector

Application for Use of Church Facilities

Name of Group: _____

Date of Event: _____ Single Event Regularly Scheduled Program

Name of applicant: _____

Time Facilities Required: From: _____ am/pm to _____ am/pm

Description of Activities: _____

Other Particulars: _____

Contact Person (if other than applicant): _____ Phone #: _____

If there is a member of our church who is also a member of the applying group and who will accept responsibility for directing the proper use of the facilities, please note:

Church Member: _____ Phone #: _____

Is childcare at our church required during the event/s? Yes No

The applicant and the individual executing this application hereby waive any and all claims, demands, and causes of action which they may have against **Christ Church** as a result of the use of church facilities pursuant to this application. The applicant and the individuals executing this application shall indemnify and hold harmless **Christ Church** and its officers, agents, and employees from and against any and all claims, demands, causes of action, and all other loss and expense, including reasonable costs of litigation arising out of or associated with the use of church property by the applicant group and its members, guests, employees, and agents pursuant to this application. Further, the user group will provide a certificate of liability insurance in favor of **Christ Church** in the amount of at least \$500,000.

We have read and agree to comply with the "POLICIES AND REGULATIONS REGARDING USE OF CHURCH FACILITIES BY NON-CHURCH GROUPS."

Signature of Applicant: _____ Phone No. _____

Address: _____

FOR OFFICE USE ONLY

Approved: Yes No Date of Approval: _____

Room/ s to be used: _____ Donations Paid \$ _____

*Note: Copy to be given to applicant after approval.
Original application to be retained in the church office files.*

CHRIST CHURCH
305 Main Street
Riverton, N. J. 08077

GUIDELINES FOR USE OF PARISH HALL

Any group wishing to use Christ Church's Parish Hall for non-parish group functions shall be subject to the following guidelines:

MAXIMUM OCCUPANCY

All standing or seated catered affairs shall be limited to 75 persons, not including kitchen help.

KITCHEN EQUIPMENT

All utensils, dinnerware, stemware, glasses and cooking equipment, including pots, pans, utensils and coffeepots are to be provided by the caterer and taken away unwashed for cleaning elsewhere. Consult the Rector or a Property Committee member regarding use of stoves and ovens.

CLEANING

The property (inside and outside) is to be left as clean as or cleaner than prior to the affair. This includes hallways, rest rooms, main hall and kitchens (floors, plumbing, sinks, stoves, outside grounds, etc.).

USE OF ELECTRICAL APPLIANCES

Consult with the Rector or a Property Committee member regarding plugging in electrical appliances and musical instruments.

ALCOHOLIC BEVERAGES

Beer and wine may be served, as long as there are sufficient non-alcoholic alternatives available and served in an equally attractive manner.

DECORATIONS

No decorations are to be taped, tacked or wired to ceiling, walls or furniture.

SMOKING

The "No Smoking" regulation shall be strictly enforced inside the building.

INSURANCE

Without exception, an insurance certificate shall be given to the Rector prior to use of the building.

DONATION

A donation to Christ Church Riverton of \$250.00 is suggested for use of the Parish Hall.

SECURITY DEPOSIT

A \$100 security deposit, in addition to the donation above, is required which will be refunded following inspection after the affair.

The above guidelines were approved by and adopted by the Wardens and Vestry of Christ Church, Riverton, N. J., March 2017.