



# Hillsdale United Methodist Church

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349 Hillsdale Avenue, Hillsdale, New Jersey 07642

[www.gbgm-umc.org/hillsdale-umc](http://www.gbgm-umc.org/hillsdale-umc)

E-mail: hillsdaleumc@verizon.net

Telephone: (201) 664-5231

Fax: (201) 664-3010

## FACILITIES AGREEMENT

1. The application is subject to review and it is understood that Church Groups and or Committees have first choice of dates.
2. **ALLOW TWO WEEKS FOR REVIEW AND APPROVAL.**
3. Only the facility stated on the application along with the nearest restrooms will be used.
4. Organization Applications: must be submitted with a current insurance policy of general liability and property damage in the amount of \$1 million dollars, naming the Church, Pastor, Trustees, Lay personnel and employees as additional insured under the policy for the period of usage. The application must also be submitted with the attached "Hold Harmless Agreement" signed and notarized.
5. Private Party Applications: must be submitted with a copy of Homeowners Liability Insurance naming the Church, Pastor, Trustees, Lay Personnel and employees as additional insured under the policy for the period of usage. Also must sign "Hold Harmless" form.
6. Applicant agrees to provide a \$100 Security Deposit when the application is approved. If the premises are not properly cleaned or are damaged in any way, the deposit will be used to offset expenses at the Church's discretion.
7. If 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

Lower Hall (meetings only) max. 60 people - donation \$150.

Upper Fellowship Hall (meetings only) max. 138 people - donation - \$200.

Upper Hall with Kitchen (coffee & cake) max. 100 people - donation - \$250.

Upper Hall with Kitchen (lunch, dinner, catering) max. 100 people - donation - \$350.

ALL above include a \$50 Custodial fee

### YOUR RESPONSIBILITIES:

1. Make arrangements to pick up a key for opening and closing the building from the office.
2. Return the key the next business day, Monday to Friday, 9:00 a.m. to 2:00 p.m.
3. Not exceed the fire safety requirements of 138 people in Fellowship Hall.
4. Must be out of the building by 11:30 p.m.
5. Supervise all children present.
6. Report to the Church office any accidents or damage.
7. NOT have any alcohol or tobacco on the premises.
8. Set up and take down all chairs and tables.
9. Put all garbage in bags in the outside waste cans and the room must be swept.

Close all windows and turn off all lights, turn off heat/AC, and locks all doors.

**Sept. 2008**

Hillsdale United Methodist Church

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201-664-5231 (Phone) 201-664-3010 (Fax)

Facilities Application: Outside Organizations

Organization: \_\_\_\_\_

Date: \_\_\_\_\_

First Contact: \_\_\_\_\_

H-Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Cell-Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Fax: \_\_\_\_\_

Second Contact: \_\_\_\_\_

H-Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Cell-Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Fax: \_\_\_\_\_

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Private Party Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

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Date of Event: \_\_\_\_\_ Time of Event: From \_\_\_\_\_ to \_\_\_\_\_

Name of Event: \_\_\_\_\_

Multiple Dates: (if nec.) \_\_\_\_\_

Set up Date: \_\_\_\_\_ Take Down Date: \_\_\_\_\_

Number of tables needed: \_\_\_\_\_ Chairs needed: \_\_\_\_\_

Number attending: Adults \_\_\_\_\_ Children \_\_\_\_\_

Special Needs: \_\_\_\_\_

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Upper Hall \_\_\_ Lower Hall \_\_\_ Upper Hall with Kitchen \_\_\_ Parlor \_\_\_ Courtyard\_\_\_

Sanctuary \_\_\_

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Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Church Approval: \_\_\_\_\_ Date: \_\_\_\_\_

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**HOLD HARMLESS - INDEMNIFICATION AGREEMENT**

This agreement between Hillsdale United Methodist Church (The Church) and \_\_\_\_\_ (Organization or Party), entered into on this date \_\_\_\_\_ for use of facilities located at 349 Hillsdale Avenue (The Facility) in consideration of the mutual promises contained herein the parties hereby agree that the aforementioned Organization or Party will save, indemnify, and hold harmless The Church as a result of the activities to be conducted at the Facility by all employees, volunteers, participants, or anyone associated with the Organization or Party during such time as the Organization or Party are utilizing said Facilities.

Furthermore, the Organization or Party understands that the responsibility to obtain insurance is not the duty of the Church. It is recommended that the Organization or Party obtain separate insurance in accordance with the use of the Facilities. The Organization or Party agrees to abide by all laws, ordinances and regulations in effect by any government unit with appropriate jurisdiction. The Church may terminate this agreement at any time with prior written notice.

Signed:

\_\_\_\_\_  
Church Representative

\_\_\_\_\_  
Organization Representative

Hillsdale United Methodist  
Church

\_\_\_\_\_  
Name of Organization