

HUNTERDON CHRISTIAN CHURCH

Building & Equipment Usage Request Form – Policies

Hunterdon Christian Church's desire is to serve the community by being good Stewards of what God has given us. We do not charge for use of the facilities, However, if a donation were to be made, it would be used towards our building fund.

1. This Building & Equipment Usage Form (for both long-term and short-term use) must be completed and returned to the Church Office. **Use of any part of the Church building for commercial or for-profit activities is prohibited.** This form must be on file before the date of use.
2. Action on this request is taken by the Church Elders. Request for the use of facilities cannot be made more than one year in advance. Once your request has been approved, you will be contacted and the form returned to you.
3. The Church Elders are authorized to refuse any request or cancel any activity if the activity does not conform to the use, intent, or restrictions outlined in this form.
4. All groups must remove any non-church equipment used on the property at the end of the meeting at which it is used (except by prior agreement with the Church).

General guidelines:

- **Smoking and/or the consumption of alcoholic beverages are not allowed on the premises.**
- If kitchen facilities are used, dishes/pans/silverware are to be washed, dried, and put back in their proper place.
- The Township of Readington requires us to recycle all aluminum, tin, plastic, glass, cardboard, newspaper/magazines and office paper. Aluminum/tin cans, plastic and glass are collected in the kitchen under the convection oven in a bin, cardboard and other paper products are collected in the church office.
- All trash must be bagged up and placed in the dumpster (in parking lot), with new bags in place, and the building left neat and clean at the conclusion of activities. Spare bags are in the pantry next to the refrigerator. Clean-up will be the sole responsibility of the user and will include all areas used by the group including restrooms, grounds and parking lot. All lights and window air conditioning units must be turned off and doors secured when exiting the building.
- Tables, chairs and other items must be put back in their original places. Floors must be vacuumed (vacuum located in Furnace Room).
- Items broken or damaged are to be reported to the Church Secretary's office immediately. Each occurrence will be handled on an individual basis.
- **Games of chance and/or lottery are not permitted on church property.**
- Use of the church's sound system, piano or electric organ must be pre-approved. A Karaoke amp available for all occasions.
- No food or beverages are allowed in the Sanctuary (Worship Area).
- It is the user's responsibility to make any special arrangements to open and close the building by contacting the Church Secretary or an Elder.
- **Church functions take precedence over all other functions.**
- Food supplies, condiments, disposable dinnerware, table covers, etc. located in the Kitchen and Fellowship Hall are not included as part of a usage of facilities approval for private functions. These items, if needed, must be supplied by the user.
- Failure to re-set or clean up the room(s) properly after your event may result in the suspension of privileges for you and/or your ministry group.
- **After your event, please check off each guideline as it is completed, sign & date the second page, and return the form to the Church Office.**



Hunterdon Christian Church

Building & Equipment Usage Request Form

Type of Event

Area of Facility Requested

Number of People

of Chairs () # of Tables ()
Equipment Needed

Date(s) Requested
(for long-term request,
form only need be renewed each year)

Time Requested

User/Organization Name and Address

Telephone () _____

Date Approved

Elder Signature

I, _____, representing the above stated group or individual have received a copy of the Policies for use of the Church building. I have read it carefully and agree to abide by the policies and guidelines of the church. I understand that future usage of the building may be forfeited if our group does not adhere to the policies stated in this document.

Signed

Dated

Emergency Contact Number: Richard Ayres (908) 892-8254

(Office Use Only)

Room Re-Set Specifications: _____

Approved By: _____ Date _____