

**Christ Church**  
561 Springfield Avenue  
Summit, NJ 07901  
(908) 273-5549

**ROOM USE APPLICATION FOR CHURCH FACILITIES**

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

Purpose of Meeting: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_ Day of Week: \_\_\_\_\_

Start Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_ (Please include your setup and cleanup time, unless our sexton sets up and cleans up for you)

Estimated Number of People Attending: \_\_\_\_\_

Facilities Requested (Please see attached sheet)

**IF RECURRING:** Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Recurring every \_\_\_\_\_

Payment \_\_\_\_\_ Deposit \_\_\_\_\_ Total \_\_\_\_\_

**(A \$50.00 deposit for non-church members is required as a safeguard against damage or any loss.)**

Sexton Services Needed? \_\_\_ yes \_\_\_ no

**FACILITIES/ NEEDED** (fee schedule attached)  
(Please attach your seating diagram)

Number of Chairs \_\_\_\_\_ Number of Tables \_\_\_\_\_ Lectern \_\_\_ Piano \_\_\_ Easel \_\_\_

**\*\*\*** Please Note: Please make check payable to our Sexton in the amount of \$30 for one hour of set-up/clean up for your event **if** you request this service. If additional time is required, additional charges will be incurred.

Name of Contact: \_\_\_\_\_ Daytime Phone: ( ) \_\_\_\_\_

Check if Contact is Christ Church Member \_\_\_

Email Address: \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Address: \_\_\_\_\_ Town: \_\_\_\_\_ Zip: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Please write your group/organization's name and meeting date on your check!**

**Return Deposit Authorized** \_\_\_\_\_ **Date** \_\_\_\_\_

**CHRIST CHURCH  
ROOM INVENTORY**

ROOM NUMBER	ROOM NAME	DIMENSIONS	SQUARE FOOTAGE	FEATURES	ROOM	RENTAL RATES*		Church Member	NOTES
						Commercial	Non Profit 501(c) 3		
C219	Library		250	A/C		\$40	\$20		
C220	Youth Meeting/ Living Room	20' X 30'	600	A/C		\$50	\$25		
B109	Nursery Room	25' X 23.5'	588			\$50	\$25		2
B120	Guild Room	31' X 16'	496			\$50	\$25		
C101	Chapel Room	26' X 16'	416			\$50	\$25		
C106	Lile Hall Music Room	27' 16	432			\$50	\$25		
B210	Multi-Purpose/Media Room		462			\$50	\$25		
B214A	Classroom		418			\$50	\$25		
B214B	Classroom		418			\$50	\$25		
B202	Classroom		510			\$75	\$38		
B203	Classroom		595			\$75	\$38		
B204	Classroom		690			\$75	\$38		
C001	Basement	26' X 35"	910			\$100	\$50		
B119	Main Kitchen	26' X 16'	416			\$100	\$50		
B205	Classroom		828			\$100	\$50		3
B211	Computer Room		462			\$100	\$50		
B206	Art Room		1064			\$135	\$68		
C105	Lile Hall Main Room	30' X 40'	1200			\$150	\$75		
B100	Main Lobby / Atrium/ Lounge	40' X 53'	2120			\$275	\$138		1
B118	Barnwell Hall	71' X 42'	2982			\$400	\$200		
C100	Church Sanctuary	40' X 68'	2720			\$400	\$200		

**NOTES**

- 1 - When renting please check other building usage so that access will not interfere with this space
- 2- To be used as nursery only. Attendant must be present at all times
- 3- Rate includes use of computers

\* Rental Rates apply to approximately four-hour blocks of time: morning, afternoon, and evening. Room use time includes set-up and clean-up time.

## General Rules Governing the Use of Christ Church

### Arrangements

1. The Property Managers will review and approve requests for Christ Church use after they receive your completed application, signed by the person responsible for the meeting.
2. The individual signing the application takes full responsibility for (a) the Christ Church building, including accidental or willful damage to the property, and (b) the group, maintaining order, and ensuring proper use of Church facilities.
3. Your group should enclose written instructions for our Sexton regarding seating arrangements, table set-up, etc. with your application (if applicable).

### Restrictions

1. Your group may use only the rooms and facilities specified on your application. You must leave the rooms as you found them.
2. Attendance at your meeting is limited to your group members and their guests.
3. We cannot allow activities that contradict or harm the purpose and image of Christ Church.
4. Alcohol is PROHIBITED for all functions. Smoking is not allowed in any of the Church buildings.
5. Do not hang or attach anything to any wall on Church property.
6. For youth events (restricted to a maximum of 100 individuals) one adult chaperone for each eight youth is required. The names and phone numbers of the chaperones must be submitted to the secretary at the Church office prior to the event.
7. A policeman is required at all youth events in excess of 20 youth unless Church sponsored.
8. Christ Church-owned audiovisual and/or office equipment and kitchen facilities are for use by Christ Church groups only, unless special prior arrangements have been made. Storage of materials shall be permitted only with specific permission.
9. If using the Nursery, an attendant must be present at all times.

### Fees

1. Facility Use Fee: is charged to offset the cost of overhead, staff time, and upkeep. Unless special arrangements have been made, please send payment with your completed application. Facility use fees should be made payable to "**Christ Church attn: Facility Use Fee**". Please note on your check the name of your organization and the date(s) applicable to your check.

2. Sexton's Fee: For additional services of our sexton, including operation of the dishwasher, clean up, setting up chairs and tables, etc. The separate sexton's fee is payable by check to "**Christ Church attn: Sexton's Fee**", and submitted with the Facility Use payment.

**Parking**

**During the day, please park on New England Avenue.** The lot is restricted to Nursery School traffic, front parking is for handicapped parking only, and side parking off Springfield Avenue is reserved for Christ Church staff. Thank you for your understanding.

Approval of this request is contingent upon a signature indicating that the applicant/ or group understands and accepts these rules and regulations.

\_\_\_\_\_

Authorized Signature

\_\_\_\_\_

Date