

GLEN RIDGE CONGREGATIONAL CHURCH FACILITY USE AGREEMENT

195 Ridgewood Avenue
Glen Ridge, NJ 07028
(973) 743-5596

This Facility Use Agreement (this "Agreement") is entered into as of _____, 2019 by and between The Glen Ridge Congregational Church ("GRCC") and _____ and _____ (collectively, the User).

1. Guidelines. GRCC is a non-profit religious organization and sets its standards to those of the United Church of Christ. Use of GRCC's land and buildings (collectively, the "Property") may be made to any group or function whose purpose, goals, ideals, or philosophy is consistent with the broad ideals of the UCC. All persons wishing to reserve the use of GRCC Property must sign this Agreement. Please remember that your signature on this Agreement constitutes responsibility for the attendees of your function, as well as any third parties you might engage to service your function.

2. Fee Schedule.

Use of Sanctuary – occupancy 400	\$200 per hour or part thereof (1 hour minimum)
Use of Copenhaver Chapel – occupancy 100	\$150 per hour or part thereof (1 hour minimum)
Use of Robinson Hall – occupancy 200	\$150 per hour or part thereof (2 hour minimum)
Use of the Blue Room – occupancy 75	\$100 per hour or part thereof (1 hour minimum)
Use of Kitchen	\$100 per hour or part thereof (1 hour minimum)
Minister Services (if needed)	\$100 per hour
Pianist/Organist (if needed)	\$100 per hour
Event Coordinator (if needed)	\$50 per hour
Additional Services (if needed)	\$ 50 per hour based upon tasks performed
Custodial Services	\$50
Insurance	\$110/day (Waived if insurance is provided by parties)
Security Deposit	10% of Estimated Cost
Film Crews	\$2000 per day, prorated for partial day + custodial support
Balance of Total Usage Fee	Due at least 14 days prior to the Event Date

3. Securing the Date. To secure a date for your wedding or event (the "Event") on the GRCC master calendar, a deposit (the "Security Deposit") is required to be delivered along with a signed copy of this Agreement. All Events must be approved by the GRCC Pastor and the Ministry of

Administration, Property & Personnel and this Agreement shall not be binding unless executed by GRCC and You and the Security Deposit is received by GRCC. The Security Deposit covers GRCC Property, building and its contents for possible repairs, reorganization or cleaning that goes beyond what would be considered as normal for an Event. If GRCC is returned to the same condition as before the Event, all of the Security Deposit will be returned to You within ten (10) business days' after the date of the Event. GRCC reserves the right to deduct from the Security Deposit any costs incurred to return GRCC to the condition it was in at the commencement of the Event.

4. Use of GRCC Property. The number of persons permitted in a room is specified on the Fee Schedule. Occupancy may not exceed the number listed. There is an additional charge as noted in the Fee Schedule for the extension of the use beyond the time periods set forth herein. Use of the GRCC Property in violation of this Agreement may result in removal from GRCC Property and/or forfeiture of the Security Deposit. Moreover, In the event GRCC determines at any time that any violation of the terms of this Agreement or any applicable laws, ordinances or regulations is likely to occur in your use of our Property for your Event, GRCC reserves the right to cancel your Event at any time. Any such determination shall be pursuant to GRCC's sole discretion and shall be binding and final and GRCC shall not be liable to either Licensee's or others for any such cancellation. If any portion of the Property is damaged by fire or other casualty prior to the start of the Event and the Property is no longer suitable for your Event, either you or GRCC may terminate this Agreement and you will be entitled to prompt refund of the Security Deposit or any Fees paid.

5. Use of the Kitchen. Use of the Kitchen is subject to the following requirements:

- A. Caterers - Certificate of Insurance must be delivered to GRCC no less than five (5) business days' prior to the Event, naming GRCC as an additional insured.
- B. Rental equipment must be delivered during business hours and picked up immediately following the function.
- C. Following the function clean all tables and chairs; counters and appliances. Sweep all floors. Kitchen floor is to be wet mopped, do not wet mop wooden floors. Bag all garbage and debris in bags provided by the church and remove to dumpster.
- D. Follow all safety and other guidelines posted in the Kitchen.
- E. No leftovers are to be left in the refrigerator.
- F. Users (members and non-members of GRCC) must provide their own linens, dishes, cutlery and serving pieces. Items left in the kitchen more than one (1) following the Event will be deemed abandoned.
- G. All garbage and trash must be bagged and put into outside trash receptacle.

6. Music & Dancing. GRCC is located in a residential neighborhood so we ask that noise from music or speakers be minimized. All music must be terminated by 10:00 PM on weeknights and 12:30 AM on weekends. Please respect our neighbors.

7. Emergencies. In the event of a medical emergency, fire or other dangerous condition, please call 911. All emergencies or Property related issues also should be reported

to: _____ by calling _____. GRCC will respond as soon as practical to rectify the Property related issues.

8. Rules and Regulations and Prohibited Conduct.

- Alcoholic beverage service is permitted only upon evidence of insurance and strict compliance with GRCC protocols. Serving of alcoholic beverages is only permitted in Robinson Hall and alcoholic beverages may not be consumed anywhere outside of Robinson Hall. User is responsible to obtain all permits necessary in connection with the service of alcoholic beverages.
- If anyone attending an event seems to be intoxicated or under the influence of drugs, it must be brought to the User's attention. At that time, no additional alcohol will be served to that person and keys to a vehicle taken away immediately.
- If at any time there is a disturbance or a fight at a function, it is the best practice to contact the Police by dialing 911.
- No food or drink of any kind allowed in Sanctuary at any time before, during or after ceremony.
- No candles are allowed in the Sanctuary at any time.
- Rice, birdseed, and confetti are not permitted.
- GRCC is a smoke free facility, both inside and outside, including without limitation: cigarettes of any kind, cigars, pipes and vaping.
- Furniture in the Sanctuary may not be moved.
- All Users are strictly prohibited from entering classroom areas or office areas of the Property.
- No nails, tacks, screws, staples, nor paint-damaging tape may be used on the walls or ceilings, nor may any other modifications be made to the building, its electrical system, carpeting, walls, furnishings, or surroundings.
- GRCC is not responsible for lost or misplaced items. Please call GRCC in the event and item has been lost or misplaced at the Property and we will endeavor to locate same for you.
- Behavior appropriate to a church setting is anticipated.
- Children must be supervised at all times.
- Parking is only permitted in compliance with local laws.
- A representative of GRCC will be on duty for the duration of the Event.
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9. Estimate of Fees.

A. Areas: _____	\$ _____

B. Other Services: _____	
_____	\$ _____

Total:	\$ _____
Security Deposit Received:	\$ _____
Estimated Balance:	\$ _____

IN WITNESS WHEREOF, the parties have signed this Agreement (including the Event Details attached hereto and incorporated herein) by duly authorized persons the day and year first above written.

<p>THE GLEN RIDGE CONGREGATIONAL CHURCH</p> <hr/> <p>Printed Name: Title:</p>	<p>LICENSEE</p> <hr/> <p>Printed Name:</p> <hr/> <p>Printed Name:</p>
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Event Details

Bride/Party _____

Groom/Party _____

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Address: _____

Address: _____

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Telephone: _____

Telephone: _____

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Email: _____

Email: _____

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Type of Event:

Wedding

Wedding & Reception

Other

Event

Number of

Guests: _____

Event

Rehearsal/Set-up

Date: _____

Date: _____

Event

Rehearsal/Set-up

Time: _____

Time: _____

Facilities Required for Event:

- Sanctuary
- Copenhaver Chapel
- Robinson Hall
- Blue Room
- Use of Kitchen (no dishes, cutlery or linens)

Services Required for Event:

- Minister Services
- Pianist/Organist
- Event Coordinator
- Custodial Services
- Additional _____ Services
- _____
- _____
- _____

Note other Requests or Details: