

**PROSPECT PRESBYTERIAN CHURCH**

646 Prospect Street  
Maplewood, NJ 07040  
973-763-2090  
FAX: 973-763-0950

Email: [office@prospectchurch.org](mailto:office@prospectchurch.org)

**APPLICATION AND AGREEMENT FOR USE OF CHURCH FACILITIES**

***(NOTE: ALCOHOLIC BEVERAGES ARE NOT PERMITTED ON THE PREMISES)***

**A. User Information:**

1. Name of Organization/user: \_\_\_\_\_
2. Contact person: \_\_\_\_\_
3. Address: \_\_\_\_\_  
\_\_\_\_\_
4. Phone: (day): \_\_\_\_\_ evening: \_\_\_\_\_
5. Does the organization maintain its own liability insurance? \_\_\_\_\_  
If this application is approved, the organization will provide a certificate of insurance naming Prospect Presbyterian as co-insured.

**B. Event Request:**

1. Date of function: \_\_\_\_\_
2. Time (from) \_\_\_\_\_ (to) \_\_\_\_\_
3. Purpose of function: \_\_\_\_\_
4. Rooms requested:  
\_\_\_\_\_ Fellowship Hall  
\_\_\_\_\_ Kitchen  
\_\_\_\_\_ Burnett Room  
\_\_\_\_\_ Class Room (which) \_\_\_\_\_  
\_\_\_\_\_ Sanctuary (see policy)  
\_\_\_\_\_ Chapel  
\_\_\_\_\_ Basement - Multi-purpose Room
5. Number of people expected to attend: \_\_\_\_\_
6. Other requests: (Silverware and dishes are \$.50 per setting)  
\_\_\_\_\_ Tables \_\_\_\_\_ Silverware  
\_\_\_\_\_ Chairs \_\_\_\_\_ Dishes
7. Additional requests: \_\_\_\_\_  
\_\_\_\_\_

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**C. For Office Use:**

1. Date received by office: \_\_\_\_\_
2. Approved at staff meeting: \_\_\_\_\_
3. Approved by session committee: \_\_\_\_\_
4. Expected donation: \_\_\_\_\_
5. Donation and church policies communicated to contact person on \_\_\_\_\_
6. Insurance certificate received/reviewed: \_\_\_\_\_