

## **REGULATIONS OF THE USE OF CHURCH FACILITIES**

First Presbyterian Church of Branchville

1. The organization or persons filling out the application for the use of any building will be held responsible for adequate supervisions of their activities.
2. The parties to whom a permit is issued must assume full responsibility for any damage to or loss of property that may occur during their occupancy.
3. Supervision of children's or youth groups during building use shall be a ratio of not less than one responsible adult for every 20 minors and not less than one adult for each room used.
4. It is understood that groups/organizations using church facilities shall carry public liability coverage and that a certificate of insurance showing this coverage shall be supplied to the church at the time of application (minimum limits of \$100/300 bodily injury and \$5,000 property damage).
5. No changes of any kind are to be made in any room without express consent of the Session. Special permission must be obtained for decorating, installing scenery and moving furniture. No ballons may be used.
6. All premises are to be left in the same condition as that in which they were found.
7. Permission to use the buildings and grounds is not transferrable.
8. Application for a permit to use any building or parts thereof shall be filed through the church office at least four weeks prior to the date for which the request is made.
9. It is understood that in all cases, the regular activities or organizations of the church shall have first preference when requesting the use of any part of the buildings.
10. All permits shall be revocable and shall not be considered as a lease.
11. The Session may reject any application or cancel any permit.
12. The fees charged shall not be considered a "rental" fee but will be limited to operation expenses with a reasonable allowance for usage.
13. The number in attendance at any function must not exceed capacity of the area approved for use:
  - a. The Lloyd Room - Maximum 25 persons
  - b. The Main Room of Fellowship Hall – Maximum 125 persons
14. All usage is to be of high moral character and only as stated in the application. No smoking will be permitted in the church buildings or on the church grounds.
15. All donations are payable by check to the First Presbyterian Church, P.O. Box 1, Branchville, NJ 07826. A cleaning deposit of \$50 (half a day use) or \$100 (full day use) shall accompany each application and will be refunded if the building is left in the condition in which it was found.