

**West Milford Presbyterian Church**

**1452 Union Valley  
Road West Milford, NJ  
07480**

**BUILDING USE FORM**

Agreement must be approved by the Session at its regular meeting held on the second Monday of each month. Agreement must be submitted at least one week prior to the Session Meeting.

Event Date: \_\_\_\_\_ From: \_\_\_\_\_ am/pm To: \_\_\_\_\_ am/pm

Type of Event: \_\_\_\_\_

Renter's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

Fees are as follows:	MEMBER	NON MEMBER
**Fellowship Hall (Up to 4 hrs Use).....	\$200.00.....	\$250.00
Sanctuary Use Only (Up to 4hrs Use).....	\$200.00.....	\$250.00
Fellowship Hall w/Kitchen Use (Up to 4 hrs Use).....	\$200.00.....	\$350.00
Additional Use per Hour.....	\$ 50.00.....	\$ 75.00
Kitchen Only.....	\$ 50.00.....	\$ 75.00
Library or Classroom.....	\$ 50.00.....	\$ 75.00

Will Beer and/or Wine be served?  If so, you must obtain a special events insurance policy or a certificate of insurance to cover West Milford Presbyterian Church.

Homeowners Insurance Co: \_\_\_\_\_ Policy #: \_\_\_\_\_

**TERMS OF RENTAL AGREEMENT**

The Renter does hereby agree to rent the building owned by West Milford Presbyterian Church (WMPC) for the sum of \$\_\_\_\_\_ for the date set forth above. The rental fee must be paid prior to the event. The Renter shall pay a security deposit of \$100.00 (Waived for members) The deposit will be utilized for damages done by renter, guests or occupants. The security deposit will be returned within 10 days of the event if not needed.

Equipment used for the function shall be inspected for damage after each use. The renter shall be responsible for all lost, damaged or broken equipment, any damages to premises or furnishings. It is also agreed that WMPC shall not be responsible for any property of the Renter, the Renter's guests or any other person invited to the event and shall ensure that all persons act in an orderly, responsible and safe manner.

The Hold Harmless Agreement Renters Rules and Responsibilities and Hall Rental Instructions are specifically incorporated herein. Renter acknowledges having received a copy and having read the same.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*\*If you will be using the Kitchen for any purpose (i.e. Coffee Pot/Fridge use) you should pay the "with Kitchen Use" Fee.

**The Renter shall be responsible to restore the premises to the same condition that existed at the time of the use of the premises.  
In Addition the renter will be responsible for.**

Tables and Chairs are to be set up and taken down by the group. \_\_\_\_\_ Initial  
The rooms are to be restored to the order in which they were found.

\_\_\_\_\_ Initial

Floors should be swept and all stains cleaned up \_\_\_\_\_ Initial

Remove all Garbage from the premises \_\_\_\_\_ Initial

Restrooms are to be left in order with toilets flushed, water tightly off, and lights out. \_\_\_\_\_ Initial

Lights off and Thermostats turned to 60 \_\_\_\_\_ Initial

The Kitchen (If Used) is to be cleaned after use. Dishes washed, dried, and everything put away. Stoves, counters and sinks are to be cleaned, Drains must be free of food and no coffee grounds should be poured down drain. \_\_\_\_\_ Initial

No serving or consumption of Alcohol by minors \_\_\_\_\_ Initial

No Beer or Wine consumption outside of Building \_\_\_\_\_ nitial

Premises should be used for the type of event indicated above and for no other purpose \_\_\_\_\_ Initial

No taping, nailing or use of thumb tacks to hold decorations or signs on any wall, ceiling or door \_\_\_\_\_ Initial

Do not remove any items on walls or floors or items belonging to the to WM

Presbyterian Church \_\_\_\_\_ Initial

Any damage MUST be reported to WMPC Immediately. \_\_\_\_\_ Initial

No Smoking in any part of the Building \_\_\_\_\_ Initial

No illegal activities, drugs or other illegal substances. \_\_\_ Initial

No firearms \_\_\_\_\_ Initial

**West Milford Presbyterian Church  
1452 Union Valley  
Road West Milford,  
NJ 07480**

**HOLD HARMLESS  
AGREEMENT**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

In consideration for the use of the West Milford Presbyterian Church Fellowship Hall on the following date(s): \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_, the undersigned agrees to indemnify and hold the West Milford Presbyterian Church and it's agents, employees, and volunteer members harmless from any and all claims, suits, or damages of any nature whatsoever and made by any person, persons, or entities, including costs and attorneys fees arising out of the use of the property referred above. I (We) further agree to defend West Milford Presbyterian Church against any claims or suits of any nature whatsoever, brought by any person or entity against West Milford Presbyterian Church emanating from the use or rental of the premises. I (We) understand that this hold harmless agreement also includes our own agreement to indemnify West Milford Presbyterian Church from any losses, claims, or damages resulting from the acts, conduct, or omissions of any guests.

I (We) agree that we may be required to furnish a certificate of insurance or a special events insurance policy specifically naming West Milford Presbyterian Church as an additional insured, providing general liability, bodily injury, and property damage coverage.

**Signed**  
this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

**As the biding act and deed of:**

**Signature:** \_\_\_\_\_

**Print:** \_\_\_\_\_