

UPPER RIDGEWOOD COMMUNITY CHURCH
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Rules Regarding Use of Church Facilities

The Consistory of the Upper Ridgewood Community Church (URCC) believes that all efforts should be made to encourage the use of our facilities by approved civic and religious organizations. The beliefs of such organizations must not be contrary to the laws of the community, state or nation.

Reservations may be requested by contacting the church office to indicate desired date of occupancy and completed an Application for Use of Church Facilities at least thirty (30) days in advance.

Decisions regarding the use of the church facilities and/or fee to be charged are subject to the approval of the church office, and when deemed necessary, subject to the approval of the Consistory.

The following outline will identify the basic rules regarding the use of the property and buildings of the Upper Ridgewood Community Church:

1. In accepting the use of the portions of the premises and facilities at URCC, the organization assumes all responsibility for public liability and property and casualty insurance and releases, and the said URCC of any liability of any nature by reason of such use. The organization further agrees to indemnify and hold harmless URCC from any claim, loss, expense, proceeding, suit, or action arising out of or connected with such usage.
2. Alcoholic beverages are not permitted on the premises, except for special permission for bottled wine and bottled beer.
3. Demonstrations may not be conducted with:
 - A. Fire
 - B. Explosives
 - C. Loaded firearms
 - D. Caustic or volatile materials or any other material which may be dangerous to life or property.
4. Smoking is not permitted.
5. Groups must limit their activities to the area reserved. All facilities will be vacated by 11:00 pm unless permission has been obtained for a later hour.
6. Gambling of any kind shall not be permitted. Gambling shall be defined by the Consistory upon request.

7. Transparent tape shall not be used to mount signs to painted walls. Before any signs are mounted, permission must be obtained from the church office.
8. Erection of displays shall not be fixed to any surface with any surface piercing object.
9. When the kitchen is used, it shall be restored to its original condition. A representative from the organization using the kitchen, shall remain and supervise the cleanup, dish washing, etc. until all is completed. All garbage shall be bagged and placed in the outside containers.
10. When children are using church facilities, adequate supervision must be provided at all times and in all areas for which permission has been granted.
11. In situations where the church organ/grand piano is to be used, the organist will meet with the church's Director of Music or any person designated by the Director of Music, who will reserve the right to deny the use of the organ/grand piano by any individual.
12. Organizations using church facilities must assume full responsibility for damage done during their occupancy and will be expected to reimburse the church for all necessary repairs or replacements.
13. Organizations using the church facilities shall be responsible for securing the building at the conclusion of their activity unless prior arrangements have been made through the church office.
14. Fees for the use of the facilities are payable in accordance with the following schedule:

| | <u>Non-Profit</u> | <u>Profit</u> |
|------------------------------|-------------------|---------------|
| Hess Hall | \$200.00 | \$225.00 |
| Hess Hall and Kitchen | \$250.00 | \$375.00 |
| Meeting Room (small group) | \$75.00 | \$100.00 |
| Easton Great Room | \$125.00 | \$150.00 |
| Sanctuary | | |
| Excluding use of piano/organ | \$250.00 | \$325.00 |
| Including use of piano/organ | \$300.00 | \$375.00 |

In cases when the sanctuary grand piano is to be moved to the center of the chancel, it is to be moved by professionals and tuned, both at the expense of the party (or parties) using the sanctuary. The name of the piano mover is to be given to the church office and the tuner is to be the same as used by the church. The name of the piano tuner is available through the church office.

In addition, there is a \$100.00 custodial fee, if custodial services are required either before or after the event.

15. Fees (including the custodial fee) are payable in advance; fifty percent is payable at the time of the signing of the agreement and the remaining fifty percent is payable two weeks in advance of the event.
16. In the case of cancellation, fifty percent is refunded.