



10 COLD INDIAN SPRINGS ROAD, OCEAN, NEW JERSEY 07712

732-493-4110 info@pcoh.church

## Building Use Application

Name of Organization or Individual: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Date and Time of Rental: \_\_\_\_\_

Number of Hours Needed: \_\_\_\_\_ Number of Participants: \_\_\_\_\_

Purpose for which facility will be used: \_\_\_\_\_

Rental Fees:

**Sanctuary: \$350 per event**

**Fellowship Hall: \$150 per hour, minimum 2 hours.**

**Use of Kitchen: \$100**

**Youth Lounge: \$250**

**Classrooms: \$75**

I hereby hold harmless The Presbyterian Church on the Hill from any and all liability arising out of the use of the premises during the requested rental period.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date:

I have read the Guidelines for Building Use and agree to follow them.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date:

A \$50.00 deposit is required with this application to hold the date requested.  
Acceptable forms of payment are cash or checks made payable to PCOH.

Approved June 7, 2022

# **The Presbyterian Church on the Hill**

## **Building Use Policy**

1. Smoking is not allowed on church property or on public sidewalks along church property.
2. No alcoholic beverages shall be permitted on church property without the specific approval of the Session (governing body) of the Presbyterian Church on the Hill. This approval is dependent, in part, on the user providing a liability insurance policy that includes liquor liability, and includes language that adds The Presbyterian Church on the Hill (PCOH) as an “additional insured” and states that the policy will be primary and non-contributing to any insurance carried by PCOH.
3. Tables and chairs are available and can be used for your event.
4. You are only permitted to use the space you have reserved along with the rest rooms in the area.
5. No open flames of any kind except for candles used on top of a cake.
6. At the end of your event, the room should be in the same conditions as you found it so, please leave nothing laying around.
7. Garbage is to be removed and placed in the dumpster located in the lower parking lot.
8. Decorations or signs are permitted but can only be posted using masking tape and must be removed at the end of the event.
9. No glitter, powders, paints, silly string, or confetti is permitted.
10. If you are renting the kitchen, please keep this room clean. Take any excess food with you and do not use any paper or plastic products that are not your own.
11. Children are not permitted in the kitchen unless supervised by an adult.
12. All events shall take place inside the building. No event activities shall occur in the parking lots or lawn area.
13. No loitering in parking lots or outside areas surrounding the building.
14. All events shall be completed by 10:00 p.m.
15. The person listed on the application will be responsible for the actions of the group and will be responsible for any damages to the property incurred during the event.