



Emmanuel Baptist Church

14 Hope Street

Ridgewood, NJ 07450

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APPLICATION FOR USE OF CHURCH FACILITIES BY NON-MEMBERS

Date submitted: _____

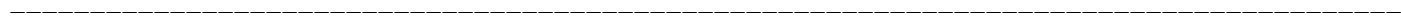
We hereby apply to the appropriate boards to use the following facilities of Emmanuel Baptist Church, Ridgewood, NJ on the dates and the terms and conditions set forth herein:

Date of use: _____ Hours requested: _____

What organization or individual is applying for use? _____

Contact Name _____ Phone _____

Address _____ Cell Phone _____



What is the proposed activity?

Estimated number of persons to be involved (e.g., guests for event) _____

| <u>Facilities Requested</u> | <u>(approximate capacity)</u> | <u>Use Fee*</u> |
|-------------------------------------|-------------------------------|-----------------|
| _____ Sanctuary | 250 | \$400. |
| _____ Chapel | 30 | \$125. |
| _____ Heritage Hall (incl. Kitchen) | 200 | \$350. |
| _____ Library | 20 | \$ 50. |

**Custodian's fee already included*

TERMS AND CONDITIONS

User is responsible for restoration of church facilities to pre-use condition. Breakage or missing items will be the responsibility of the user and/ or organization. One-half of room fee will be refunded if an event is cancelled after the event has been approved and calendared by the church. All of the facilities of Emmanuel Baptist Church are smoke-free, alcohol-free and drug-free premises.

Submitted to Deacons

Approved _____ Rejected _____

Signature _____ Date _____

Submitted to Trustees

Approved _____ Rejected _____

Signature _____ Date _____