

# UNITED METHODIST CHURCH OF LITTLE FALLS

139 MAIN STREET  
LITTLE FALLS, NJ 07424  
973.256.0993

## APPLICATION FOR EDUCATION BUILDING USE NON-MEMBER

Applicant or Organization: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Number of Guests: \_\_\_\_\_

Type of Function: \_\_\_\_\_

Long Term: \_\_\_\_\_ Short Term: \_\_\_\_\_ One Time Event: \_\_\_\_\_

Responsible Person: \_\_\_\_\_

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

\_\_\_\_\_

Phone (day): \_\_\_\_\_ (evening): \_\_\_\_\_

Building Requirements:

Fellowship Hall: \_\_\_\_\_ Classroom (#) \_\_\_\_\_

Cultural Sensitivities: \_\_\_\_\_

Special Requirements of User: \_\_\_\_\_

Fees:

Deposit (refundable)	\$100	payable to Little Falls United Methodist Church
Classroom	\$25/hr	payable to Little Falls United Methodist Church
Fellowship Hall	\$350 minimum + \$75/hr additional fee when event is longer than 4hrs	
	\$_____	payable to Little Falls United Methodist Church
Event Coordinator	\$ 50 minimum + \$12.50/hr additional fee when event is longer than 4hrs	
	\$_____	payable to CASH
Janitor	\$ 50	payable to CASH

Applicant: \_\_\_\_\_

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

Trustee: \_\_\_\_\_

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

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## REGULATIONS & PROCEDURES

- Programs that require extended use of the facilities, weeks or months, will be negotiated separately and must not conflict with any previously scheduled programs. Negotiations will be worked out between the applicants and the Trustees.
- All rooms must be set up in accordance with the sketch located on the wall, after the function is over.
- There is absolutely NO consumption of ALCOHOLIC BEVERAGES on the premises along with NO SMOKING anywhere in the building.
- Music or any other type of entertainment is to be kept at a level that will not disturb the neighbors or any other function going on in the building.
- Use of the facilities does not include any of the kitchen equipment. The exception is the use of the counters, refrigeration and the sink.
- It is also understood the using party will be responsible for any damage to either equipment of facilities
- The user will also be required to clean up the facility when the event is over. The restrooms are to be policed (picking up paper). Floors are to be swept. Garbage is to be put into plastic bags and removed from the building to the location outside Fellowship Hall provided for garbage disposal. Bottles and aluminum cans are to be kept separate in order to comply with the town recycling requirements.
- There is absolutely no open flame cooking allowed. Sternos may be used but must be in heatproof container. They are not to be placed directly on the tables or on tablecloths.
- Should decorations be used, they are not to be installed with staples, tacks or nails. All decorations are to be removed before leaving the facility. Candles should be of the non-drip variety and in tip resistant containers with only non-flammable decorations surrounding candles. There are to be no more than 2 per table.
- On Sunday, the facilities are available from 2pm onward
- The function must terminate by 9:30pm to give you time to clean up and be out of the building by 10pm.

### **Deposits and Fees**

- A minimum of \$50 fee is required by all applicants to provide for an Event Liaison Coordinator to be there during the entire event. Should the event be scheduled for longer than 4hours, there will be an additional fee of \$12.50/hr for each additional hour. The aforementioned coordinator may be waived under special circumstances for members, as determined by the Board of Trustees. The coordinator serves at the leisure of the Board. Payment for said coordinator is to be made separately and checks are to be made payable to cash.
- A \$50 fee is required by all applicants to provide for Janitorial Services. The Janitor will be responsible for the final cleaning of the floor and bathroom Payment is to be made separately and checks are to be made payable to cash.
- A refundable deposit of \$100 is required when reserving the facility by the Trustees, and if the building is left in good condition, the deposit will be refunded. It will be mailed to the responsible person. The deposit check and the fee for the use of the building are to be made payable to the Little Falls United Methodist Church.
- See the enclosed Application for rental fees for the Fellowship Hall and Classrooms.
- Should the event be cancelled 15-30 days prior to the event, 50% of the payment will be refunded. Should cancellation occur 1-14 days prior to the event, 25% of the payment will be refunded.