

**FIRST UNITED METHODIST CHURCH**  
**103 Monmouth Rd.**  
**Oakhurst, NJ 07755**  
**Church Office (732) 531-1150 Fax (732) 531-2638**

**REQUEST FOR USE OF CHURCH PROPERTY**

The First United Methodist Church of Oakhurst welcomes the opportunity to host meetings and programs, that while not associated with our ministry, afford a service to our community. The approval of the use of our facilities is directed by our Board of Trustees. The use of our facilities for church programs will, in fact, take precedence over programs that are not church sponsored. In the event of a conflict, efforts will be made to reassign a room or reschedule the program through our church office.

All groups using the facilities are responsible for turning out lights, setting thermostats to 55 degrees, and leaving the facility in good order.

All groups are required to abide by our Recycling Policy. (see reverse)

**All groups are required to provide proof of liability insurance.**

No alcoholic beverages, gambling, or smoking are permitted in the facility.

Building use fee will be determined by the Board of Trustees.

There is a FEE of \$75.00 per room used for Janitorial Services. If you do not want the janitor, a \$75.00 deposit is required, which will be returned if the room(s) is/are cleaned and in order when you are finished.

NAME OF ORGANIZATION \_\_\_\_\_

RESPONSIBLE CONTACT PERSONS (at least two)

1. NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

2. NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

SPACE DESIRED \_\_\_\_\_

DATE OR SUCCESSIVE DATES \_\_\_\_\_

TIME \_\_\_\_\_ EST. NO. OF PEOPLE \_\_\_\_\_ LENGTH OF USE \_\_\_\_\_

SPECIAL REQUESTS (such as tables, chairs, microphone, etc.) \_\_\_\_\_

KEY RELEASED TO \_\_\_\_\_ DATE \_\_\_\_\_

I understand the conditions in which permission has been granted for use of the church's facilities, and have made the "Hold Harmless Agreement" (see reverse) part of this understanding regarding the use of the facilities.

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED BY THE TRUSTEES \_\_\_\_\_ DATE \_\_\_\_\_

**RECYCLING PROGRAM**

I and/or my organization agree to follow the Recycling Policy of First United Methodist Church of Oakhurst, New Jersey, as outlined below. I and/or my organization understand that the Trustees have the authority to fine and/or pass along any fine received to any violator of the Recycling Program.

- 1. **ALUMINUM CANS, GLASS BOTTLES, JARS, TIN/STEEL FOOD & BEVERAGE CANS** – in the green recycling containers located in Fellowship Hall, Upstairs Kitchen, Downstairs Kitchen, and by the Soda machine at the bottom of the stairs. RINSE all containers out prior to putting in recycling. **ONLY:** food and beverage bottles and jars, cans such as soft drinks and juice, plastic pourable bottles marked with the #1 or #2 recycling logo.

**DO NOT INCLUDE: caps and lids to bottles and jars, glass jars contaminated with paint, chemicals, window glass, ceramics, or light bulbs, aluminum foil, cookware, furniture, window frames, paint cans, plastic bags, plastic wrap, plastic containers marked with the #3 through #7.**

- 2. **CORRUGATED CARDBOARD** – in the bin marked for cardboard located outside the Downstairs Kitchen door (under the overhang) in the corner.  
Corrugated cardboard cartons are two-layer boxes with a waffle layer in-between. FLATTEN all cardboard before placing in container.

**DO NOT INCLUDE: Single layer cardboard, chipboard (i.e. cereal boxes, backs of note pads), waxed cardboard, or contaminated cardboard with any food or chemical residues.**

- 3. **HI-GRADE PAPER-MIXED PAPER-NEWSPAPERS** – in the blue recycling containers located in each room on the lower level, sanctuary, Wesley Nursery School, Fellowship Hall, and Church Office.

**ONLY: Stationery, letterhead, copier paper, notepaper, memo pads, bulletins, circulars, calendar sheets, calculator tapes, reports without binders or covers, computer printouts (carbonless), Magazines, Catalogs, Slick Gloss Advertising, Junk mail, construction paper, envelopes with or without windows, phone books (white pages only), Wrapping paper (non-metallic), NCR paper (carbonless forms), and colored paper.**

**NOTE: THE FOLLOWING PAPER *SHOULD* BE THROWN IN THE TRASH:**

Chipboard, blueprints, brown paper bags, phone books (yellow pages) carbon paper, napkins, tissues, paper towels, Cups – paper, plastic, or Styrofoam.

**HOLD HARMLESS AGREEMENT**

I and/or my organization understand the First United Methodist Church of Oakhurst, New Jersey is a non-profit organization and the use of its facilities is in keeping with the intent to serve the community whenever possible. I and/or my organization hereby agree that the use and enjoyment of these facilities by me and/or my organization shall be made entirely at our risk and that the First United Methodist Church of Oakhurst, New Jersey shall bear no responsibility to me or anyone using the facility claiming any medical or other loss because of accident, injury, loss of life, personal illness or for any other loss or claim whatsoever whether or not arising from the negligence of the First United Methodist Church of Oakhurst, New Jersey, its servants or agents, or from any defects in the facilities or otherwise, and I and/or my organization hereby hold the First United Methodist Church of Oakhurst, New Jersey harmless and indemnified, against any costs, charges or expenses that the First United Methodist Church of Oakhurst, New Jersey may incur in investigating or resisting the same.

I and/or my organization agree to pay for any and all property damages (to the facilities, equipment, or otherwise) that may be caused by the use or enjoyment thereof whether the damage arises from negligence or otherwise.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

For Office Use Only: Check Number _____, Check Amount _____ Check Number _____, Check Amount _____ Proof of Insurance _____
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