



## Christ's First Presbyterian Church

353 Fulton Avenue  
Hempstead, NY 11550  
Phone: (516) 292-1644  
Fax: (516) 292- 1548  
Website: <http://www.cfpcny.com>

### Building Use Application Ludlum Hall

APPLICATION FOR THE USE OF SPACE MUST BE SUBMITTED AT LEAST FOUR (4) WEEKS PRIOR TO THE REQUESTED DATE.

Date: \_\_\_\_\_ Name of Organization: \_\_\_\_\_

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

Responsible Party: \_\_\_\_\_

Location Requested: \_\_\_\_\_ Activity: \_\_\_\_\_

Requested Date: \_\_\_\_\_ Hours\*: from \_\_\_\_\_ to \_\_\_\_\_  
(4 hour time frame)

Number of Persons Expected: \_\_\_\_\_ (occupancy limited to 200 for Ludlum Hall and 350-400 persons for the Sanctuary)

The applicant understands and agrees that a usage fee of **\$200.00 per hour** and a service fee of **\$150.00** must be paid **two (2) weeks** prior to the event. Users of the facility must add to the usage fee a security deposit of **\$200.00**. Said deposit is returnable if, upon inspection by an authorized agent of Christ's First Presbyterian Church, the premises are found to have been left in good order.

The applicant understands and agrees that a monitor authorized by the Building & Grounds Committee will be in attendance during the event.

Additionally, if you wish to rent space at Christ's First Presbyterian Church, you must secure event insurance for that day. You must present the church's authorized agent with the necessary rider one week prior to your event. Failure to do so will nullify this agreement.

The applicant understands and agrees that upon occupancy, the organization will hold harmless Christ's First Presbyterian Church of Hempstead, New York and will indemnify said church against all liabilities, expenses and losses incurred by the church as a result of any accident, injury or damage which occurs in or about the premises during such occupancy.

The applicant understands and agrees that persons/organization shall reimburse Christ's First Presbyterian Church of Hempstead, New York for any expenses incurred by the church due to damage to the real or personal property of the church caused by any member(s) or guest(s) of the person/organization during occupancy.

The applicant further understands and agrees that a receipt of a signed copy of the agreement indicates only that the requested space is available on the desired date. Confirmation of rental requires the receipt by Christ's First Presbyterian Church of a deposit of \$200.00 within one week of receipt of the signed agreement.

The person responsible agrees and understands that he/she must accept the following responsibilities in relation to the use of the facility.

- A diagram of desired furniture arrangement must be provided at the time that the usage and service fees are paid.
- The kitchen must be left in the same condition in which it was found.
- Cars are to be parked in marked parking spaces only.

ONE WEEK PRIOR TO THE EVENT, THE RESPONSIBLE PARTY MUST CALL THE CHURCH OFFICE TO MAKE ARRANGEMENTS TO BE ADMITTED TO THE BUILDING ON THE DAY OF THE EVENT.

**NO ALCOHOLIC BEVERAGE OF ANY KIND IS PERMITTED IN THE BUILDING  
SMOKING IS NOT PERMITTED ANYWHERE IN THE BUILDING**

I UNDERSTAND AND ACCEPT THE TERMS STATED ABOVE

\_\_\_\_\_  
Signature of responsible party

\_\_\_\_\_  
Date

Approved by: \_\_\_\_\_  
Building & Grounds Committee

\_\_\_\_\_  
Date

**\*ALL EVENTS MUST END BY 10:00PM.**

---

**For CFPC use only (DO NOT WRITE IN THIS SPACE)**

Usage Fee: \$ \_\_\_\_\_

Service Fee: \$150.00

User's Security Deposit: \$200.00

Other Fee: \$ \_\_\_\_\_

Monitor's Fee: \$100.00

Total Due: \$ \_\_\_\_\_

Date signed copy mailed: \_\_\_\_\_  
\_\_\_\_\_

Date deposit rec'd: \_\_\_\_\_

Amount of balance received: \$ \_\_\_\_\_

Date balance is due: \_\_\_\_\_

Date of balance received: \_\_\_\_\_

Date event insurance received: \_\_\_\_\_

Date security deposit returned: \_\_\_\_\_

Request:

Granted

Denied