

**CENTER FOR SPIRITUAL LIVING MORRISTOWN**

**APPLICATION/AGREEMENT FOR USE OF FACILITY**

DATE: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE: \_\_\_\_\_

CONTACT EMAIL: \_\_\_\_\_

DATE OF RENTAL: \_\_\_\_\_ START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

PURPOSE OF RENTAL: \_\_\_\_\_

APPROXIMATE NUMBER ATTENDING: \_\_\_\_\_

REQUESTED SPACE:     \_\_\_ SANCTUARY     \_\_\_ HALL     \_\_\_ KITCHEN     \_\_\_ OTHER

EQUIPMENT NEEDS:             \_\_\_ PA SYSTEM     \_\_\_ MIC QTY     \_\_\_ WIFI

\_\_\_ CD/DIGITAL PLAYER     \_\_\_ LCD PROJECTOR     \_\_\_ TV/DVD PLAYER

**TERMS AND CONDITIONS**

1. The use of the Center facilities are only permitted to organizations and for events that are not in conflict with our philosophy of love and acceptance.
2. Application for use of the facility must be made in writing to the Director. Full rental payment must be made at the time of booking; otherwise, the date may be canceled at the sole discretion of the Center. In addition, if there is reason to believe that use may involve damage beyond that of ordinary wear and tear, the Center may require advance guarantee against loss (deposit), or may cancel the permit at its discretion.
3. The Center Director may refuse to grant permission for the use of the facilities whenever in their judgment there is good reason for refusing permission. The Director shall not be required to give a reason for such refusal.
4. All users shall be required to provide a \$250 deposit to be held by the Director until such time as the (1) date of application has passed and (2) that all property is in good condition, and that no damage and/or breakage of equipment, tables, etc. has been done by the user. If, upon

review, damage has been found, than the deposit will be forfeited by the user. It is the user's responsibility to check the area prior to the use of the facility and after such use. This deposit is non-refundable in the event the organization cancels with less than one week's notice.

5. If applicant cancels the event more than 45 days prior to the date of the event, a full refund of fees and deposits will be made. If applicant cancels more than 7 days before, but less than 45 days prior to the event, ½ of the fees will be refunded. There will be no refund if the event is cancelled within 7 days of the event.
6. The use of the Center facilities shall not be granted for any purpose, which is prohibited by law.
7. Each group or organization receiving permission to use facilities must agree to abide by all rules and regulations developed by the Center.
8. No one may bring alcoholic beverages (without prior approval) or non-prescribed controlled substances onto Center property.
9. Smoking is NOT permitted in the building.
10. Water is the only food/beverage permitted in the sanctuary.
11. All activities shall comply with all state and local fire, health, safety and police regulations.
12. Authorization for use of the Center facilities shall not be considered an endorsement of or an approval of the activity, person, group or organization or the purpose that they represent.
13. The use of flammable decorations in the Center, including cornstalks, hay, straw, or any similar material is prohibited. No candles or open flames are to be used without prior approval.
14. No equipment shall be added, modified, moved or removed without prior written approval.
15. All user organizations shall be required to provide a Certificate of Insurance in an amount of \$1,000,000 Bodily Injury and \$500,000 Property Damage prior to the start date, or the contract shall be automatically void. The Center for Spiritual Living Morristown must be added to the renter's policy as an additional insured. (Note: Private family events are exempt from this requirement.
17. All users shall be responsible for clean up after the event. This includes removal of all garbage and any decorations etc.
18. Center staff and/or their designee shall have full and free access to any part of the buildings and grounds at all times during such use.

### **HOLD HARMLESS CLAUSE**

The applicant assumes all risk of incident and agrees not to sue the Center for Spiritual Living Morristown for any injury to persons or property occurring during the use of the facility at 331 Mt. Kemble Avenue, Morristown, NJ and holds harmless from any and all claims brought against it by or on behalf of any person, firm or corporation based upon any act or omission or any alleged negligence of the Center. This agreement is made in consideration of the issuance of this agreement with the applicant.

**I HAVE READ AND AGREE TO THE ABOVE TERMS AND CONDITIONS:**

\_\_\_\_\_  
**APPLICANT SIGNATURE**

\_\_\_\_\_  
**DATE**

**FOR CENTER USE ONLY:**

APPLICATION APPROVED: \_\_\_\_ APPLICATION DENIED: \_\_\_\_

RENTAL FEE: \$\_\_\_\_\_

**EQUIPMENT FEES:**

PA system: \$\_\_\_\_\_ Mics: \_\_\_\_ @ \$25 = \$\_\_\_\_\_ CD/digital player: \$\_\_\_\_\_

LCD Projector: \$\_\_\_\_\_ TV/DVD: \$\_\_\_\_\_ Piano\$ \_\_\_\_\_

**TOTAL EQUIPMENT FEES: \$\_\_\_\_\_**

**TOTAL AMOUNT DUE: \$\_\_\_\_\_**

\_\_\_\_\_  
**SIGNATURE**  
**DR. FRANKIE TIMMERS**  
**CENTER DIRECTOR**

\_\_\_\_\_  
**DATE**

DATE DEPOSIT PAID: \_\_\_\_\_ PAYMENT METHOD: \_\_\_\_\_  
Include check # if applicable

DATE FEES PAID: \_\_\_\_\_ PAYMENT METHOD: \_\_\_\_\_  
Include check # if applicable

BUILDING KEYS # \_\_\_\_\_ ISSUED ON \_\_\_\_\_. RETURNED ON \_\_\_\_\_.

\*No duplications of key allowed. \$100 fee for lost keys.

DEPOSIT REFUNDED: Y/N DATE REFUNDED: \_\_\_\_\_

**NOTES:**

**Return application and deposit to:  
CSLM, Attn: Connie Weiss, 331 Mt. Kimble Avenue, Morristown, NJ 07960 or  
office@cslmorristown.org**