

Facility Use Application

Enclosed you will find the documents that are needed to request the use of the Tabernacle United Methodist Church facilities located at 702 Seashore Road in the Erma section of Cape May, NJ.

Please complete paperwork as thoroughly as possible and return to the church office with the Certificate of Insurance and Facility Use Donation made payable to Tabernacle United Methodist Church.

If you have questions regarding the paperwork or would like an appointment to view the facility, please contact the church office at (609) 884-3574. Office hours are Tuesday - Thursday from 10am - 1pm.

For those needing more space, I would suggest using Michael Hall which is our gymnasium and next to the kitchen.

Paperwork may be emailed, mailed or delivered personally to the attention of Margie Katity, Church Secretary / Treasurer during regular church office hours.

If you need assistance at other times, please email the church at tumcoffice@comcast.net as the email is checked daily.

God Bless,

**Margie Katity
Church Secretary / Treasurer**



Tabernacle United Methodist Church Facilities Use Agreement Form

702 Seashore Road-Erma, Cape May, NJ 08204
Email: TUMCOFFICE@COMCAST.NET (609)884-3574

Updated:
8/1/2026

Applying Organization or Individuals:	Name of Event:
CONTACT PERSON'S NAME	Purpose of the Event:
STREET ADDRESS	CITY/STATE/ ZIP
CELL #	EMAIL

1. **Requested Date(s)** (Include setup/cleanup time): _____ To _____

2. **Requested Time(s)** (Include setup/cleanup time): _____ To _____

3. **Requested Location at Tabernacle:**

Single 4 hour Event use Pricing: ☐ **Brown Room:** Seating for 10 - \$100

☐ **Blue Room:** Seating for 20 - \$125 – ☐ Flat Screen TV +\$35

☐ **Sanctuary:** Seating for 340 - \$300

☐ Sound Board & Mics: \$100

☐ Video / Power Point Presentation on flat screens (media by others): \$125

☐ Live Stream on Tabernacle Facebook page is \$75/hour x ____ # hours = ____

☐ **Sanctuary Lower Level:** ☐ Seating for 20 - \$135 LCD Projector and screen included. Add ☐ Speaker / 4 Mics + \$35

☐ Seating for 38 - \$160 LCD Projector and screen included. Add ☐ Speaker / 4 Mics + \$35

☐ Seating for 56 - \$185 LCD Projector and screen included. Add ☐ Speaker / 4 Mics + \$35

☐ **Michael Hall (Gymnasium):** \$250

☐ **Kitchen**

NOTE: Kitchen is available ONLY for Coffee maker & Microwave. No cooking / baking is allowed / Food prep only
All paper products, table coverings, food, beverages etc. are to be supplied by user

Those using any Tabernacle facility are responsible for Table & Chair setup, teardown, cleanup and trash removal for the area of the facility that they have used.

☐ IF ADDITIONAL CLEANUP IS REQUIRED, a typical charge is \$75 for Michael Hall and \$50 all others. Cleanup charges may vary due to cleanup requirements.

Agreed upon Price: _____ Church Representative for this event: _____

Phone _____ email _____ Tabernacle Admin Approval Date: _____

TERMS & CONDITIONS OF USE

Tabernacle United Methodist Church's (TUMC) primary function is to provide a setting for God's message to be delivered. Where appropriate, the church's facility will be made available for use by individuals and groups whose missions and schedules are not in conflict with those of TUMC.

1. In keeping with the principle of being a good neighbor and member of our community, TUMC is available for use by non-members of the church for a "Use Donation" as appropriate for chosen room and requested equipment, amenities, and support. See Donation Addendum for details.
2. ALL groups with young people below the age of 18 MUST have adult (over age 21) supervision present at all meetings and functions. One adult supervisor is required for every 10 young people under the age of 18.
3. Granting the use of the facility is contingent upon current availability as of the date of your written request. However, TUMC meetings, events and activities take preference over Facility Usage Agreements at all times. Should a conflict occur the Church will make every effort to accommodate you within reason.
4. There is a separate schedule of Fees & Honorariums for Weddings & Funerals. Please contact the Church Secretary for details.
5. All external Organizations requesting use of the facility will be assigned a Representative from the Church as their primary contact who will have access to necessary keys for access. All necessary details concerning the use of the room, in line with the details submitted with the request for use must be agreed upon at least 1 week prior to the event. Arrival Time and completion time are key, with allowance for setup, event, teardown, and cleanup so that the facility can be unlocked and relocked at the appropriate times.
6. Users shall be responsible for any and all damages to Tabernacle United Methodist Church's premises or property, as well as injury to any person(s) during the period of use and shall reimburse, indemnify, and hold fully harmless Tabernacle United Methodist Church from any such damage and / or injury including all costs, including legal, associated with the incident(s) thereto.
7. User shall keep and / or restore the premises to a neat and orderly condition. Rubish and debris shall be picked up, bagged, and placed in the trash dumpster near the back of Tabernacle Church at the end of the event. Counter tops shall be wiped clean if kitchen is used and any and all utensils used should be washed, dried, and returned to their original location.
8. No use of Tobacco products of any type or fashion, no use of Marijuana of any type or fashion and no Vaping will be allowed on church property. Use of Alcoholic beverage and illegal drugs are also prohibited in and around all Tabernacle properties.
9. No food or drinks, except water is permitted in the Church Sanctuary.
10. User agrees to abide by and enforce all of the above rules and requirements regarding the use of the Tabernacle Facilities.
11. Any violation of these Terms and Conditions of use by the user, their guests or invitees shall be considered a breach of the agreement. The agreement shall then be subject to cancellation without refund at the sole discretion of Tabernacle UMC.
12. A Certificate of Insurance naming Tabernacle United Methodist Church as the Additional Insured must be submitted prior to approval of this agreement by Tabernacle UMC and confirmation of the requested date, time, and room.
13. Confirmation of the requested date will be confirmed only after all required information is completed and received with a \$50 deposit towards the "Use Donation".
14. Use Donation must be paid in full 14 days prior to the requested date.

I (PRINT) _____ HAVE COMPLETED THE FORMS ACCURATELY AND HAVE READ THE TERMS AND CONDITIONS AND AGREE TO MEET THE REQUIREMENTS AS STATED. I UNDERSTAND THAT TABERNACLE UNITED METHODIST CHURCH MAY OVERRIDE THIS AGREEMENT AT ANY TIME IF IT SHOULD BECOME NECESSARY.

Applying individual or Organization Authorized Signature _____ Date _____

Tabernacle Trustee Signature _____ Date _____



JULIE00-01

SLAND

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/16/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: The...
CONTACT: ...
INSURER: ...

INSURED: JULIE...
INSURER: ...

COVERAGES: ...

THIS IS TO CERTIFY THAT THE POLICIES ...

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY						
	☐ CLAIMS-MADE ☒ OCCUR	X		GLP2582205	09/10/2015	09/10/2016	EACH OCCURRENCE \$ 500,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
							MED EXP (Any one person) \$ 10,000
							PERSONAL & ADV INJURY \$ 500,000
							GENERAL AGGREGATE \$ 1,000,000
							PRODUCTS - COMP/OP AGG \$ 1,000,000
							\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	☐ ANY AUTO						BODILY INJURY (Per person) \$
	☐ ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	☐ HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DED						\$
	RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						OTH-ER
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

Tabernacle United Methodist Church
702 Seashore Road
Cape May, NJ 08204

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Christina Polimeni

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