



HILDALE PARK PRESBYTERIAN CHURCH  
85 Ridgedale Avenue, Cedar Knolls, NJ 07927  
973-539-1152    [hildalepark@gmail.com](mailto:hildalepark@gmail.com)

**BUILDING USAGE AGREEMENT – MacNAUGHTON HALL AT HILDALE**

Time and Date of Event \_\_\_\_\_ Number Attending \_\_\_\_\_  
Name of Group/Organization/Individual \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_ Email \_\_\_\_\_  
Type of Function \_\_\_\_\_

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**Will you need any of the following? (check all that apply and please note quantity where applicable)**

Chairs \_\_\_\_\_ Tables \_\_\_\_\_ Kitchen \_\_\_\_\_ Stage and Lights \_\_\_\_\_ Piano \_\_\_\_\_  
Audio/Visual Equipment \_\_\_\_\_

**Will you bring any additional equipment or fixtures? \_\_\_\_\_ If yes, please specify:**

**Do you need prior access to the room for set-up? \_\_\_\_\_ If so, when? \_\_\_\_\_**

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- Deposit of \$100.00 is required and is refundable up to 24 hours prior to the event.
- Damage and Cleaning Deposit of \$250.00 is required and will be returned after inspection of MacNaughton Hall following the event.

Print Name of Responsible Party \_\_\_\_\_

Signature of Responsible Party \_\_\_\_\_

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

**OFFICE USE ONLY**

Room Rental is \$ \_\_\_\_\_

Approved by \_\_\_\_\_

Custodian Fee is \$ \_\_\_\_\_

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

(See other side for rates)

**Please note that this agreement is subject to approval by the church.**

**USAGE FEES**

**MacNaughton Hall Rates:**

Use of room plus use of kitchen without cooking	\$250.00 per use
Use of room plus use of kitchen with full privileges	\$350.00 per use

**Kitchen Rates:**

Use with full kitchen privileges	\$150.00 per day
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**Custodian Charges:**

Includes room set-up and take down; cleaning MacNaughton Hall	
Up to 50 attendees	\$75.00 per use
Up to 100 attendees	\$125.00 per use

**\*\*\* If applicable, a certificate of liability insurance may be required with your application. \*\*\***

**No smoking, vaping, drug use or firearms allowed.**