



The 1867 Sanctuary

Usage Guidelines

Access to the 1867 Sanctuary is only available during scheduled times. No key may be duplicated for use by any unauthorized person.

General

- Permitted uses of the 1867 Sanctuary will be determined by Preservation New Jersey and/or the 1867 Sanctuary Staff.
- The 1867 Sanctuary Staff must be notified immediately of any spills, breakage or damage to the interior or exterior of the 1867 property.
- Arrangements made with Ewing-Covenant Presbyterian Church for use of their facilities are separate from use of the 1867 Sanctuary and the rental agreement with Preservation New Jersey.

Use of Facility

Animals

- Only service animals are allowed in the 1867 Sanctuary.

Candles and Decorations

- Candles shall be electric or battery operated. Any other type of candle must be pre-approved by the 1867 Sanctuary Staff and sufficient protection must surround the candle to prevent wax from dripping onto the floor, tables, seating, or window ledges.
- Signs, decorations, posters or implements shall **not** be attached to walls, doors, windows, window frames, pews, or furnishings unless prior approval is made by the 1867 Sanctuary Staff.

Events – Deliveries, Set-up, Lighting

- Arrangements concerning lighting, seating, flower, and other deliveries must be coordinated with 1867 Sanctuary Staff.
- Deliveries, set-up and break-down must be arranged in advance and are charged as part of the event/rental fee.

Food and Beverage

- Serving of any type of food or beverage must be pre-approved by the 1867 Sanctuary Staff.

Organ/Piano

- **Use of any Sanctuary instruments is restricted to a professional musician** as approved by the 1867 Sanctuary Staff. The fee for use of the organ or piano does not include the cost of the organist or pianist.

Parking

- Use of the 1867 Sanctuary includes free parking at the Ewing-Covenant Presbyterian Church.

Rest Rooms

- An ADA accessible bathroom is located on the main level of the 1867 Sanctuary. Prior arrangements to access the rest rooms at Ewing-Covenant Church may be obtained.

Restrictions

- Smoking is not permitted inside the 1867 Sanctuary or on the surrounding exterior apron or grounds.
- The ringing of the steeple bell shall be performed only by the 1867 Sanctuary Staff or designated representative.
- The cemetery grounds are not part of the rental agreement nor are they under the purview of Preservation New Jersey. Use of the cemetery is administered by the Ewing-Covenant Presbyterian Church.

Weather Issues/Emergency Closing

- Sidewalks and steps will be shoveled, and the parking lot plowed, as soon as practical after the snowfall has ceased.
- In the event of a local state of emergency, snowfall of more than 3 inches, hurricane and/or tornado watch, cancellation will be accepted with a full refund. Cancellation may be made by the renter *or* the 1867 Sanctuary. The 1867 Sanctuary/Preservation New Jersey is not responsible for other costs incurred by the renter due to cancellation.

Responsibilities of Renter

- A responsible party must be present at all times during the event and/or rehearsal.
- The renter is responsible for any and all damages to property and injuries to persons.
- The renter must remove any decorations or materials brought for the event.
- The 1867 Sanctuary as well as the walkways and parking lot area should be left in the same condition as it was prior to the event.