

Request for Elon University Use of Community Life Event Center

Elon Community Church, United Church of Christ

Office: (336)584-0391 Fax: (336)584-7963

PO Box 625, 271 Williamson, Elon, NC 27244

E-mail: ecctreas@att.net

Name of Organization/Group or Individual: _____

Event Date: _____ Set-Up Time: _____ (am/pm) Event Time _____ - _____

Event to be Held:

Estimated Attendance: _____

Will Meals/Refreshments be Served? ___ Yes ___ No

Contact Information:

Name: _____

Phone Number: _____

E-mail: _____

Address: _____

As the person responsible for use of requested space/facilities, I have read the "Elon University Property Use and Procedures for ECC Community Life Center" document and I hereby agree to abide by the rules, regulations and directives stated.

Sign: _____

Date: _____

Chapter or Faculty Advisor must be present during function

Faculty or Staff Advisor Co-signature: Sign: _____

Date: _____

Print: _____

General Instructions:

All areas must be left in a clean and orderly condition. Any problems with condition of the area as it is found (breakage, malfunctions, etc.) **must** be reported to the office manager.

- All lights must be turned off, and heat/air conditioning turned back to its original setting.
- No tape to be used on walls.
- Groups are responsible for providing their own paper products, sugar, creamers, plastic wear, napkins, etc. **Only church member groups** are allowed to use church provided supplies.
- No candles are to be used in any part of the building.
- No alcoholic beverages are to be brought onto the church premises at any time
- Groups will forfeit their deposit and not be allowed to reserve space again if this rule is violated.
- Please note the church is not responsible for any personal items left in the church

Set-up and Breakdown of Tables and Chairs

All tables and chairs will be arranged by a church representative by the set-up time indicated on the form. You will not be permitted to come in and set-up prior to this time. If table and chair set-ups need to be adjusted, please contact the church office.

Time and Capacity Requirements:

All events in the Community Life Center must terminate by midnight and those in charge of the event need to clean up in time to exit the Community Life Center by 12:30 am. Person reserving the Community Life Center will be responsible for crowd flow and must assume responsibility that the **capacity of 250 persons** is not exceeded at any time.

Clean:

Definition of clean after an event are as follows :

- Kitchen counters, stove, and tables (if used) are cleaned off of all debris;
- All tables and chairs in the great hall are cleaned off
- All items are picked up or put away (except chairs and tables)
- All trash is in trash cans; The room is ready to be swept and free of any trash.
(All needed cleaning supplies are available in the kitchen)

Kitchen:

Elon University organizations/groups/individuals are to provide their own paper products, plastic utensils, sugar, creamers, etc. Following the event, please:

- Wipe down all surfaces, counter tops, oven if used, microwave, and any other surfaces and appliances used;
- Sweep/mop kitchen floor;
- Remove any leftover food. **Do not leave it in the refrigerator.**
(If food is left for a future event, label it with group name, date and event.)

Fees:

All Elon University organizations/groups/individuals are required to pay a **\$300.00** rental fee, to be paid in full to the church office no later than one day prior to the event.

Refundable Deposit:

There is a **refundable deposit of \$100** required of all persons using the Community Life Center. The deposit must be included with your initial application. Money will be refunded upon inspection and satisfaction of the premises by the Office Manager. Cancellations made more than 14 days prior to the event are entitled to a full refund. Any cancellations made within 14 days of the event will forfeit their deposit.

Chapter or Faculty Advisor must be present during function

Elon Community Life Center Table & Chair Set-up form

Phone: 336-584-0391

Fax: 336-584-7963

Email: ecctreas@att.net

Name of Function: _____ Number of People: _____

Date of Event _____

Time of Event: _____ Time Set Up to be completed: _____

Kitchen Use: Yes ___ No ___ Cater Name: _____

Stage Use: Yes ___ No ___

Sound System Use: Yes ___ No ___

Video Use: Yes ___ No ___

