



Covenant Church of Harrisburg

Part 1: Facility Use Policy

Name of Applicant: _____ Date of Event _____

Date received in CCH office: _____ Received by: _____

Building Facility Area	Facility Fee/Hour
Gym	\$80
Gym Rental for 8 -9 Hrs. (8hrs=\$640.00 / 9hrs=\$720.00)	\$600
Gym Rental for 10 - 11 Hrs. (10hrs=\$800.00 / 11hrs=\$880.00)	\$700
Gym Rental for 12 - 13 Hrs. (12hrs=\$960.00 / 13hrs=\$1,040.00)	\$900
Gym Basketball	\$25
Hope Room	\$35
Kitchen (Flat Rate)	\$125
Picnic shelter w/access to restrooms	\$20
Education Wing Classrooms (hourly fee per room)	\$20
Church Custodial Cleaning	\$200

1. There is a \$200.00 Security Deposit due when application is submitted for your event. This amount will be held as "insurance" to cover the cost of cleanup if the area(s) used at our facilities are not cleaned and left in the same condition as they were found; and returned to their original setup, (see the attached pictures). *A church representative will inspect the areas used to ensure that all cleanup procedures have been followed and all items have been returned to their original location. If there is damage to the facility and it is not returned to the way you booked it, the person(s)/organization who reserved the facilities will be held liable for the cost to clean up, and the (\$200.00) will be kept to cover the cleanup at our facility. If you have completed the cleanup and it is satisfactory, the Security Deposit of (\$200.00) will be refunded to the person/persons or group that submitted the deposit. The Person(s)/ Organizations also have the option to request that Covenant Church of Harrisburg cleaning crew conduct the cleaning/return setup. This request must be indicated on the Building Use Application.

- A copy of a Credit Card is also requested to have on file until after your event. This is to cover any major damage, or any major repairs that would exceed the \$200.00 Security Deposit.

Name on Credit Card: _____ (Please Print) Credit Card # _____

Security Code on back of card _____ Expiration Date: _____

2. Our facility cannot be used for marriage or religious ceremonies without the approval of our Session Members.

3. **The total rental fee is due one week prior to the date of your event.** If payment is not received by the due date, the Facilities Coordinator will cancel your event.

4. Fees can be sent by mail to Covenant Church of Harrisburg, 6900 Hickory Ridge Rd., Harrisburg, NC 28075; Attn: Facilities Coordinator (checks, money orders, etc.) should be made payable to Covenant Church of Harrisburg with "Facility Fee" noted on the payment document, or can be delivered in person by calling the office at 704-455-5812 to arrange a drop-off time.

Also you can pay online by going to our website "www.covenantchurchharrisburg.com"

1. From the menu choose Register/Donate 2. Chose Giving - a) Choose Facility Reservation from the pull down menu. b) Enter dollar amount. c) Make sure "One Time" is selected as the occurrence. d) Enter your email address. e) Click continue. 3. Chose Debit/Credit card and enter your information. 4. Complete. 5. You will receive an email with your payment information for your records.

***Any waivers or alterations to policy listed above must be reviewed and approved in writing by the pastor and/or session.**

Part 2: Read and initial each of the following statements. If an item does not apply to you/your event, place "NA" on the appropriate line.

1. Reservations are not confirmed until payment is received _____
2. Reservations will be cancelled if funds are returned for non-payment _____
3. No tobacco products or alcoholic beverages are allowed _____
4. You must provide your own supplies: paper products, black garbage bags, linens, food, etc. _____
5. All items in the facilities belong to CCH and are not for personal use _____
6. If damages are inflicted on CCH property, responsible parties will be held liable & additional fees may be required to cover the cost of repair _____
7. Covenant Church reserves the right to ask any person or group to leave the premises if inappropriate activities are being conducted on church property _____

***I have read and agree to all terms of facility use at Covenant Church of Harrisburg and that I and/or my organization will be held liable for any damages to or loss of property owned by Covenant Church of Harrisburg.**

Part 3: Facilities Use Application

PLEASE PRINT CLEARLY

Name: _____ Phone Number: _____

Mailing Address _____

Email Address: _____

Name of Group/Organization: _____ Phone Number: _____

Group Address if different from above: _____

Alternate Contact Name: _____ Phone Number: _____

*Date(s) needed: _____

Time(s) including setup and cleanup: Start: _____ End: _____ Number attending: _____

Please check your requests: Gym w/Kitchen: ____ Gym Only: ____ Hope Room w/Kitchen: ____

Hope Room Only: ____ Picnic Shelter: ____ Education Wing (number of rooms): ____ 1 ____ 2 ____ 3 ____

Banquet tables? ____ How many? ____ Round tables? ____ How many? ____

I/We will be responsible for cleaning all areas used and returning all property to original location _____

I/We prefer to have CCH staff clean the facilities, and to keep our Security Deposit of \$200.00 _____

Signature: _____

Approved by: _____ Date: _____