

# Request for Use of ECC Community Life 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](mailto:ecctreas@att.net)

Name of Organization/Group or Individual: \_\_\_\_\_

Event Date: \_\_\_\_\_ Set-Up Time: \_\_\_\_\_ (am/pm) Event Time \_\_\_\_\_ - \_\_\_\_\_ (am/pm)  
*(All events must end before midnight)*

Event to be Held: \_\_\_\_\_

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Estimated Attendance: \_\_\_\_\_  
*(Cannot exceed 233 persons)*

Will Meals/Refreshments be Served? \_\_\_ Yes \_\_\_ No

Will you need to use sound system? \_\_\_

Name of Caterer \_\_\_\_\_

Will you need to use projector? \_\_\_

Will Alcoholic Beverages be Served? \_\_\_ Yes \_\_\_ No  
*(Must have bartender, and only beer and wine allowed)*

Will you have a Band or DJ? \_\_\_\_\_

Name of Band or DJ \_\_\_\_\_

Contact Information:

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

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As the person responsible for use of requested space/facilities, I have read the "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: \_\_\_\_\_

# Property Use and Procedure

## 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.
- **No tape on walls**
- **NO GUM**
- All lights must be turned off, and heat/air conditioning turned back to its original setting if changed during the event.
- Groups are responsible for providing their own paper products, table cloths, plastic wear, napkins, etc.
- Beer and Wine may be served by a bartender in the Community Life Center only **if a bartender is hired**. Alcohol constitutes beer, wine, and champagne. **Absolutely no liquor is allowed on church grounds**. Groups will forfeit their deposit and not be allowed to reserve space again if these rules are 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 according to the lay-out you request, by the set-up time indicated on the form. You will not be permitted to come in and set-up prior to this time.

## 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 233 persons is not exceeded at any time.

## Clean:

### **Definitions 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; then placed in outside dumpster
- The room is ready to be swept and free of any trash.

## Kitchen:

All 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 food in the refrigerator.**  
*(If food is left for a future event, label it with group name, date and event.*

*Signs – Please do not attach anything to the painted walls or exterior columns  
And absolutely NO advocacy or promotional signs or banner should be on the lawn or exterior  
of the building, only signs allowed outside are small directional signs.*

## Fees:

Fees are set as follows, to be paid in full to the church office no later than one day prior to the event.  
Up to -233 people

\$800.00 – (If no alcohol is being served)

**If alcohol is being served fee is - \$1,600.00 (no liquor allowed, only beer and wine)**

## Refundable Deposit:

A **\$200 refundable deposit** is required of all persons using the Community Life Center in addition to the building use fee and building maintenance fee. 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.

RELEASE, WAIVER, INDEMNIFICATION, HOLD HARMLESS, AND  
ASSUMPTION OF THE RISK AGREEMENT REGARDING THE ELON  
COMMUNITY CHURCH COMMUNITY LIFE EVENT CENTER

WHEREAS, in return for use of the Elon Community Church Community Life Event Center (herein "ECC Community Life Center") by its owner the Elon Community Church, United Church of Christ, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Undersigned agrees to the following:

The Undersigned agrees to indemnify, hold harmless and defend the Elon Community Church, United Church of Christ, and its employees, staff, facilities managers, business managers, office managers, agents, contractors, representatives, volunteers, members, trustees, members of boards of directors (herein collectively referred to as the "Elon Community Church"), being the owners of the ECC Community Life Center, from any and all fault, liabilities, costs, expenses, claims, injuries, demands or lawsuits arising out of, related to or connected with the Undersigned's use of the ECC Community Life Center; the Undersigned's activities conducted in, presence on, or use of the ECC Community Life Center; and any and all acts or omissions of the Undersigned pertaining in any way to the ECC Community Life Center.

Should any such claim, demand or lawsuit arise or be asserted in any way whatsoever related thereto the ECC Community Life Center, whether arising under the laws of the United States or of the State of North Carolina, or under any theory of law or equity, the Undersigned will indemnify, hold harmless and defend the Elon Community Church from any and all costs, expenses or liability including, but not limited to, the cost of the defense of any claim, demand, lawsuit, litigation, settlement or judgment made or rendered against the Elon Community Church, whether individually, jointly, or in conjunction with the Undersigned, together with all costs of court, fees, and charges; and any and all other costs or expenses incurred in connection with the defense of any such claim, demand or lawsuit, including but not limited to all attorneys' fees.

The Undersigned furthermore waives for himself/herself/itself and his/her/its members, executors, administrators, assignees, heirs, or successor organizations, any and all rights and claims for damages, losses, demands and any other actions whatsoever, which he/she/it may have or which may arise against Elon Community Church, (including, but not limited to any and all injuries, damages or illnesses suffered by the Undersigned and related in any way to the ECC Community Life Center, losses of or damages to the Undersigned's property related in any way to the ECC Community Life Center; or losses of or damages to the property of the Undersigned's licensees, invitees, or guests, and/or the Undersigned's guests, licensees, or representatives related in any way to use of the ECC Community Life Center), which may, in any way whatsoever, arise out of, be related to or be connected with the use of the ECC Community Life Center; the Undersigned's presence on or use of the ECC Community Life Center; and any and all acts or omissions of the Undersigned pertaining in any way to the ECC Community Life Center. Elon Community Church shall not be liable for any and all such

losses and damages as described herein. The Undersigned, on behalf of himself/herself/itself and his/her/its members, executors, administrators, assignees, heirs, or successor organizations, hereby expressly releases the Elon Community Church from any and all such claims.

The Undersigned hereby expressly assumes the inherent risk of use of the ECC Community Life Center and of taking part in activities on the premises of the ECC Community Life Center and/or the grounds of the Elon Community Church which include, but are not limited to: the ECC Community Life Center, the grounds of the Elon Community Church, the parking lot of the ECC Community Life Center and the parking lot of the Elon Community Church, and the curtilage of the ECC Community Life Center and the Elon Community Church, and any activities that occur on said property.

The Undersigned furthermore hereby acknowledges and agrees that he/she has received, read, understands and will at all times abide by the "Property Use and Procedures for ECC Community Life Center".

If signing on behalf of an organization, group, or individual, the Undersigned warrants and represents that he or she possesses the requisite authority to bind said organization, group, or individual. The signature of the Undersigned thus binds his/her/its members, executors, administrators, assignees, heirs, or successor organizations.

\_\_\_\_\_  
Signature (SEAL)

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

Printed Name and Title: \_\_\_\_\_

Name of Group or Organization: \_\_\_\_\_

# Elon Community Life Center Table & Chair Set-up form

Phone: 336-584-0391

Fax: 336-584-7963

Email: [ecctreas@att.net](mailto: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 \_\_\_

