

Request for Member Use of 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

Name of Organization/Group or Individual: _____

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

Event to be Held: _____

Would you like us to set-up your tables and chairs? ___ Yes ___ No
(If yes, please include a diagram of how you would like the room set-up.)

Estimated Attendance: _____

Will Meals/Refreshments be Served? ___ Yes ___ No

Will Alcoholic Beverages 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 "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 to the CLC coordinator
- No tape on walls
- 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, sugar, creamers, plastic wear, napkins, etc.
- Candles are permitted as a form of decoration, provided precautions are taken to avoid problems created by dripping wax.
- Alcohol may be served 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. Additional fee of \$150 plus \$33.00 an hour for security is required if alcohol is to be served.** 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

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 200 persons is not exceeded at any time.

Clean:

Definition of clean after an event is 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 and take out to dumpster
- The room is ready to be swept and free of any trash.

(All needed cleaning supplies are available in the kitchen)

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 it in the refrigerator.**

(If food is left for a future event, label it with group name, date and event.)

Fees:

Members are only required to pay **\$100 building maintenance fee**, to be paid in full to the church office no later than one day prior to the event. (This is only for ECC Church Members immediate family private function)

Refundable Deposit:

A refundable deposit of \$50 is required of all persons using the Community Life Center in addition to the 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

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 ___

