



College Place United Methodist Church

509 Tate Street

Greensboro, North Carolina 27403

275-3363 - www.collegeplaceumc.com

E-mail address: info@collegeplaceumc.com

COLLEGE PLACE UNITED METHODIST CHURCH

APPLICATION FOR RENTAL CONTRACT

TODAY'S DATE _____

CHURCH MEMBER: YES _____ NO _____

ORGANIZATION

TYPE/PURPOSE OF ORGANIZATION _____

(EXAMPLE: CHURCH, SCOUTS, CHARITABLE, COMMUNITY, EDUCATION, ETC.)

ADDRESS _____

CITY, STATE _____

CONTACT PERSON _____

PHONE NUMBER: HOME _____ WORK _____

EMAIL _____

DATE: _____

TIME FOR SETUP: _____

NUMBER OF PARTICIPANTS

DATE: _____

TIME FOR EVENT: _____

AND GUESTS _____

AREA REQUESTED

SANCTUARY _____ FELLOWSHIP HALL _____ KITCHEN _____ MEETING ROOM _____

FOOD SERVED YES OR NO

CATERED _____ COVERED DISH _____ PREPARED _____ OTHER _____

SPECIAL NEEDS _____

(EXAMPLES: TABLE/CHAIRS, SET UP, SOUND, DISHWASHER, STAGE, ETC.)

SECURITY DEPOSIT _____ AMOUNT

USAGE FEE _____ AMOUNT

(ALL FEES ARE DUE ONE WEEK PRIOR TO THE EVENT)

*** LESSEE/APPLICANT ACKNOWLEDGES
HAVING READ AND UNDERSTOOD
TERMS AND CONDITIONS ON
REVERSE SIDE.**

APPROVED _____

REPRESENTATIVE OF THE BOARD OF TRUSTEES

***LESSEE/APPLICANT SIGNATURE**

DATE _____

DATE _____

TERMS AND CONDITIONS

COLLEGE PLACE UNITED METHODIST CHURCH AND LESSEE AGREE THAT:

1. College Place United Methodist Church is the Lessor and is abbreviated as CPUMC.
2. Lessee shall be defined to include agents, employees, representatives and guests of the lessee.
3. When contract is approved, deposit and rental are due immediately in order to reserve dates. Any other payment arrangements must be approved by Board of Trustees.
4. Security deposit needs to be a separate check to be returned after the inspection by church official.
5. No alcohol allowed on premises.
6. No smoking allowed inside facilities.
7. Due to limited restroom facilities, no large groups are permitted over any extended time periods.
8. No nails, tape or staples shall be permitted on ceilings, walls or doors.
9. Lessee agrees that no equipment that no equipment belonging to CPUMC, including but not limited to kitchen equipment, shall be removed from the premises.
10. Lessee agrees to keep the noise at a level not to disturb anyone outside the facilities. A complaint by an adjoining neighbor, the police or College Place United Methodist, shall be conclusive that the noise level is too high. In such case, Lessee agrees to reduce the noise level or Lessor may terminate the function without refund or proration of the facility fee.
11. CPUMC reserves the right to have a member present at any function.
12. Lessee shall hold the church harmless from all liabilities or claims caused by the action of the church, its employees or members.
13. Lessee bears all risks of loss to personal property stored, or used by Lessee, regardless to how loss is caused, including loss caused by fire, water, storm or theft.
14. Lessee shall not use premises for any function not approved or stated in this contract or use any areas not approved in this contract.
15. Lessee must be present on premises at all times during the time that Lessee has access to the premises or contract or as an exception sees custodian is present and in charge.
16. Lessee shall be responsible for cleaning the facilities, removing trash and all personal property.
17. Insurance: Special events insurance must be purchased for all non-church functions.

Signature

Date