

**CHARLOTTE CHURCH**  
**FACILITY USE APPLICATION (NON-MEMBERS)**

1200 S. Graham St., Charlotte, NC 28203 / (704) 342-1099 / FAX (704) 342-1235  
Email: churchoffice@thecharlottechurch.org

Facility Use Policies

- The facility is available for use Sundays-Thursday, 6:00a-11:30p and Friday-Saturday 6:00a-12:30a. All persons under the age of 16 years must be in the custody of their parent or legal guardian no less than one hour prior to the closing time, in order to comply with the Youth Protection Ordinance of Charlotte-Mecklenburg County.
- The booking of Charlotte Church and Charlotte Church-sponsored events will take priority over other events.
- To reserve a date, a completed and signed Facility Use Application is required along with a \$50 non-refundable security deposit. Non-church events may not be booked more than 90 days prior to the event.
- No Youth events (events where a majority of the attendees are under the age of 18) will be permitted unless sponsored by the Charlotte Church.
- No smoking or alcoholic beverages on the premises (inside or outside the building).
- No admission may be charged nor tickets sold, even if for a fundraising activity, unless it is a Charlotte Church-sponsored event and for the benefit of a Charlotte Church ministry or program.
- No merchandise (including food and beverages) or services may be bought or sold on the premises, unless it is a Charlotte Church-sponsored event and for the benefit of a Charlotte Church ministry or program.
- The use of the tables and chairs at the facility is permitted, but should be cleaned and stored neatly at the end of event. If outside tables and/or chairs are brought in, those items should be removed at the end of the event, unless prior arrangements are made with the administrative staff.
- The person named as picking up the keys must remain at the facility for the duration of the event, including setup and cleanup, unless the administrative staff has been notified of an alternate person who will be responsible for opening and closing the building.
- All items on the provided "Cleanup Checklist" must be completed. Any problems or concerns should be noted on the form for administrative staff to review on return of the keys and signed checklist.

Event Information

Name of Event/Activity \_\_\_\_\_

Type/Purpose of Activity \_\_\_\_\_ Expected Attendance \_\_\_\_\_ (*maximum. 100*)

Date of Event(s) \_\_\_\_\_ Specific Hours of Event: Begin \_\_\_\_\_ End \_\_\_\_\_

Time set up will begin \_\_\_\_\_ Time clean up will end \_\_\_\_\_

Facilities Needed (check all which apply):      Note: "# Hours" should include setup & clean-up time.  
(Rent is charged for the duration of time the building is occupied.)      Rates (*eff. Oct. 31, 2011*)

<input type="checkbox"/> Upper Level (inc. kitchen)	# Hours: _____	Cost: _____	\$100/hr (\$300 min.)
<input type="checkbox"/> Lower Level	# Hours: _____	Cost: _____	\$80/hr (\$240 min.)
			Total Cost: _____ (due when keys are picked up)

Will food be present at the event?  Yes     No      Will cooking be done in the kitchen?  Yes     No

Will children be present?  Yes     No

If yes, who is responsible for child care and what arrangements have been made? \_\_\_\_\_

Have you used the facilities before?  Yes     No

Have you completed building orientation?     Yes     No

Other requests \_\_\_\_\_

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Contact Information

Person making request \_\_\_\_\_ Date \_\_\_\_\_

Person picking up keys \_\_\_\_\_ Phone # \_\_\_\_\_

Person responsible for set up \_\_\_\_\_ Phone # \_\_\_\_\_

Person responsible for clean up \_\_\_\_\_ Phone # \_\_\_\_\_

Agreement

Liability Statement: I, the undersigned, agree to abide by the use and maintenance policies of the Charlotte Church facilities, including but not limited to those policies listed on this application. I agree that I am responsible for any liability claims and negligence, resulting from the above named activity/event, and I agree to indemnify and hold harmless the church and any of its members, employees, directors, and officers for any attorney fees, damages, monetary or otherwise, expenses or other amounts paid in connection with any legal proceeding in which the church or any other such named person becomes involved by reason of the lease agreement. Furthermore, a **non-refundable** security deposit of \$50.00 has been left. **I understand that I am using the facility "as-is"**. I assume all responsibility for maintaining the space and equipment used and for any damage to the property, building, and equipment. The keys must be returned to the office immediately after the event.

**KEYS:** I understand that I am responsible for contacting the administrative staff of the Charlotte Church by phone or e-mail 8-10 business days prior to my event for the purpose of setting up an appointment for paying rental fees in full and picking up the key and security code for access to the building. **Furthermore, I understand that if I fail to contact the administrative staff by phone or e-mail at least 8 business days prior to my event, my event reservation will be cancelled.**

\_\_\_\_\_  
Signature of responsible person

\_\_\_\_\_  
Date

Received by \_\_\_\_\_

Date \_\_\_\_\_

Approved by \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Facilities left in good condition and keys returned on \_\_\_\_\_ Signed \_\_\_\_\_