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***One-Time Special Event***  
**Facility Rental Request & Agreement**

Full Name: \_\_\_\_\_ Organization: \_\_\_\_\_  
Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_  
Email address: \_\_\_\_\_  
Billing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Reason for Event: \_\_\_\_\_  
Event Date(s) Requested: \_\_\_\_\_ Number of Attendees: \_\_\_\_\_  
Time(s) Requested (Include Start of Setup to End of Cleanup): Start \_\_\_\_\_ End \_\_\_\_\_

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**The Covenant Church of Harrisburg** is first and foremost an ordained Church. **Our property is devoted solely to God through the Lord Jesus Christ.** Although we are pleased to share our facilities with the community, we appreciate your respect of our foundational purpose and ask that you adhere to the Terms of our Facility Use as describe below.

**TERMS OF FACILITY USE**

1. When submitting your rental request, a total fee of \$200.00 is required to confirm the reservation. **We require two separate checks** made out to **Covenant Church of Harrisburg**: (1) **\$50.00 Non-Refundable Maintenance Fee** and (2) **\$150.00 Security Deposit** to be held by CCH in the event the facilities are not returned to the proper condition (including cleaning and set-up) as found prior to starting your event. A church representative will inspect 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 original layout/condition, the person(s)/organization who reserved the facilities will be held liable for the cost of damages incurred and any clean up required. If you have completed the cleanup and it is satisfactory, the Security Deposit of \$150.00 will be returned to the person/organization that submitted the deposit, or shredded, whichever customer chooses.

A copy of a Credit Card is also required to keep on file until after your event. This is to cover any major damage or repairs that would exceed the \$150.00 Security Deposit. (Staff: *Attach copy of both sides of credit card for file*)

Name on Credit Card: \_\_\_\_\_ Card #: \_\_\_\_\_  
Date of Expiration: \_\_\_\_\_ Zip Code associated with card: \_\_\_\_\_ CVV: \_\_\_\_\_

2. Due to the high demand of facility requests received, **CCH requires the total rental fee for hours requested TWO WEEKS PRIOR to the event.** If payment is not received by the due date, the Facility Coordinator has the right to cancel your event.

**An invoice will be sent to the email address you provide on the contract.** Payment can be made as follows:

- a) Online payment with Debit or Credit Card (a 3% Credit Card Service will be added)
- b) Deliver payment directly to CCH Monday through Thursday between 10:00 AM to 4:00 PM.
- c) Mail payment to CCH to be delivered no later than the due date:

*The Covenant Church of Harrisburg  
6900 Hickory Ridge Rd.  
Harrisburg, NC 28075  
Attn: Office Manager*

3. **Carefully read and initial** the statements below to verify you understand what is expected upon renting the facilities associated with Covenant Church of Harrisburg.

- \_\_\_\_\_ The facilities cannot be used for marriage ceremonies without the approval of our Session Members.
- \_\_\_\_\_ The facilities cannot be rented to the public for any religious ceremony or holiday.
- \_\_\_\_\_ **There are to be NO artifacts of other gods in any form to be displayed anywhere in our facilities or on church grounds.**
- \_\_\_\_\_ Reservations are scheduled and held on the event calendar when (1) the Facility Rental Request & Agreement, (2) Security Deposit, and (3) the Non-Refundable Maintenance Fee are received and approved by the church office staff. Reservation is confirmed when final payment is received.
- \_\_\_\_\_ Reservations will be cancelled if final payment is not received by the due date, or if payment is returned from bank due to insufficient funds.
- \_\_\_\_\_ **Cancellation of your event must be made no less than two weeks in advance of scheduled event time** to receive security deposit of \$150 back. Otherwise, CCH will keep the security deposit for loss of rental opportunity.
- \_\_\_\_\_ All items in the facilities belong to CCH and are not for personal use.
- \_\_\_\_\_ **You must provide your own supplies: paper products, black garbage bags (50 Gal.), linens, food, etc.**
- \_\_\_\_\_ Maximum Occupancy is **299** people for the Family Life Center. This is a Fire Code we must abide by. No Exceptions.
- \_\_\_\_\_ NO TOBACCO products and NO ALCOHOLIC BEVERAGES are allowed.
- \_\_\_\_\_ NO PETS allowed.
- \_\_\_\_\_ If damages are inflicted on CCH property, responsible parties will be held liable & additional fees may be required to cover the cost of repair
- \_\_\_\_\_ Covenant Church reserves the right to ask any person or group to leave the premises if inappropriate activities are being conducted on church property
- \_\_\_\_\_ You are responsible to take out all garbage to the dumpsters in the parking lot with tops of bags tied. All recyclables in blue tubs are to be emptied in the recycle bins at end of driveway behind white picket fence.
- \_\_\_\_\_ Covenant Church is not liable for any altercations, physical injury or motor vehicle damage that occurs on the grounds or in the facility during your event.
- \_\_\_\_\_ Security Code for entry into the facility is NOT to be given out to anyone without permission by CCH. This is for your safety and the safety of our staff.
- \_\_\_\_\_ CCH has the right to cancel any event at our discretion.

**Any waivers or alterations to the contract details above must be reviewed and approved in writing by the Pastor and/or Session members.**

**I have read and agree to all Terms of Facility Use at The Covenant Church of Harrisburg. I am aware that I and/or my organization will be held liable for any damages to or loss of property owned by The Covenant Church of Harrisburg.**

Signature of Lessee: \_\_\_\_\_ Date: \_\_\_\_\_

Check the appropriate box for the facility area you are requesting:

√	CCH Facility Area	Rental Fees per Hour
	<b>Family Life Center</b>	
	Gym	\$80.00
	Extended Use of Gym Rental:	
	8-9 Hours	\$600.00
	10-11 Hours	\$700.00
	12-13 Hours	\$900.00
	Hope Room (Max 40 People)	\$35.00
	Kitchen	\$35.00
	Picnic Shelter with access to Restrooms	\$20.00

CCH has 8 Round Banquet Tables, 14 Rectangle Tables, and 140 Chairs available for use. Please let us know if you'd like to include these with your rental.

# of Round Tables \_\_\_\_\_ # of Rectangle Tables \_\_\_\_\_ # of Chairs \_\_\_\_\_

\* Please note that the **CCH Sanctuary is not available for rent.**

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

Signature of Lessee: \_\_\_\_\_

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

Reviewed and Approved by: \_\_\_\_\_

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

CCH Staff Member

**For CCH Staff Use Only**

*Rental Deposit is \$200 (\$50 Non-Refundable Maintenance Fee + \$150 Security Deposit for Damage/Non-Compliance)*

\$50 Non-Refundable Deposit received on: \_\_\_\_\_ Check #: \_\_\_\_\_

\$150 Security Deposit received on: \_\_\_\_\_ Check #: \_\_\_\_\_

\***Note:** Include date of event in note section of both checks.

Total Amount of Rental Fee for Facility Use: \$ \_\_\_\_\_ Date Funds Due (2 Weeks prior to Event): \_\_\_\_\_

Received on: \_\_\_\_\_ Payment Type: \_\_\_\_\_ Date Deposited: \_\_\_\_\_

Received by CCH Staff Member: \_\_\_\_\_ Security Code for Door: \_\_\_\_\_