
Sports Related
Facility Rental Request & Agreement

Full Name: _____ Organization: _____

Primary Phone: _____ Secondary Phone: _____

Email address: _____

Billing Address: _____

City: _____ State: _____ Zip _____

Sport: _____ Number of Attendees: _____ Adults/Youth

Beginning Date: _____ End Date: _____ (Contract good for one year term)

Days Requested: _____ Time Requested: _____

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 secure your reservation time. **We require two separate checks** made out to **Covenant Church of Harrisburg**: (1) Annual **\$50.00 Non-Refundable Maintenance Fee** and (2) **\$150.00 Security Deposit** to be held by CCH for the duration of the one-year agreement. Should you choose to continue use of the facilities after one year, a new Facility Rental Request and Agreement will be required along with the non-refundable maintenance fee and an updated check for the security deposit.

A copy of a Credit Card is also required to keep on file in the event there are any major damage or repairs that would exceed the \$150.00 Security Deposit.

2. Due to the high demand of facility requests received, CCH will do its best to accommodate your request. However, if the time you've requested is not available, we will add your name to the **waitlist** until a time slot opens.

The primary contact must notify the CCH Office Manager if there are changes to the scheduled reservation at least 48 hours prior to reserved time(s). This can be done via email or phone call during CCH Office hours. If notification is less than 48 hours, you will be charged for the time reserved.

Occasionally, **members of CCH request the use of the church facilities for special events**. If this happens, you will be notified in advance of the cancellation of your reserved time. We will do our best to accommodate another time slot, but this may not be possible and is not guaranteed.

3. Invoices are emailed the first week of the month following your reserved times the month prior. **An invoice will be sent to the email address you provide on the contract.** Payment is due 15 days following receipt.

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*

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

- _____ Reservation confirmation is listed on the CCH Event Calendar only 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.
- _____ Reservations for future dates may be canceled if payment for previous month's invoice is not paid within 30 days of delivery from CCH.
- _____ Cancellation of your reservation must be made no less than **forty-eight hours** in advance of scheduled event time.
- _____ No one is allowed to use the Gym without the express permission and knowledge of CCH staff. If you are found to be using the gym when you have not reserved it in advance, your Facility Rental Agreement will be terminated immediately, and you will forfeit your security deposit.
- _____ If there is a group in the gym prior to your arrival, be respectful and wait to enter the facility until the group's time has officially ended. **Do not allow members or parents of your team to enter the facility until you are present** and give permission to enter based on the above instruction. Also, do not allow your young athletes or their parents to bang on the doors demanding to be let in while another group is finishing their reserved time.
- _____ Start on time ... End on time. Show courtesy to one another.
- _____ All items in the facilities belong to CCH and are not for personal use.
- _____ 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.
- _____ Covenant Church is not liable for any altercations, physical injury or motor vehicle damage occurred 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.
- _____ 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.
- _____ **There are to be NO artifacts of other gods in any form to be displayed anywhere in our facilities or on church grounds.**
- _____ A church representative will routinely inspect the Family Life Center Gym and Restrooms to ensure that all cleanup procedures have been followed, lights have been turned off, and doors locked. If there is damage to the facility, or the proper procedures have not been followed, the person(s)/organization who reserved the facilities will be held liable for the cost of damages incurred and any extra clean up required.
- _____ CCH has the right to cancel any event at our discretion and will give proper notice to the primary contact.

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

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

√	CCH Facility Area	Rental Fees per Hour
	Family Life Center	
	Gym <i>(subject to change January 1, 2023)</i>	\$35.00
	Field	\$35.00

All communication should be directed to the Office Manager during CCH’s regular office hours Monday through Thursday, 10:00 AM – 4:00 PM.

Phone: (704) 455-5812

Email: rentals@covenantchurchharrisburg.com

For **emergencies only**, you can reach Heather Freeman at (704) 574-5575. **DO NOT** use this for reservation requests or other issues that can wait until office hours.

I have read and agree to all Terms of the 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: _____

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.*

Name on Credit Card: _____ Card #: _____

Date of Expiration: _____ Zip Code associated with card: _____ CVV: _____

(Staff: Attach copy of both sides of credit card for file)

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:** _____