

Coble Center for Outreach Usage Agreement

Name of User or Group:_____

Address/City/State:_____

Contact Person:_____ Phone:_____

Email Address:_____

Date and time of use:_____

Description of event:_____

\$50.00 Due at time of reservation:_____

The named individual/group requests use of the Coble Center for Outreach as indicated above and has read, fully understands and agrees to abide by the guidelines, requirements and responsibilities as stated.

Signature:_____ Date:_____

Printed Name:_____

Name of Organization:_____

Accepted by Alamance Presbyterian Church

Signature:_____ Date:_____

Printed Name:_____

Cleaning Checklist

- _____ Dishes, Pots and Utensils washed
- _____ Sink, sink basket, stove top, counter tops cleaned
- _____ Tables and chairs cleaned.
- _____ Furniture returned to formation.
- _____ Decorations and hanging devices removed
- _____ Candles and containers removed
- _____ Potted plants removed
- _____ Sweep floors, damp mop areas with food/beverage spills
- _____ Garbage placed in dumpster, new liners placed in garbage cans
- _____ Reset thermostat to 68° when the heat is on; 75° when the air-conditioning is on

Equipment Malfunctions: _____

Additional Comments: _____

Signature: _____ Date: _____