

Coble House Center for Outreach: Guidelines, Requirements & Responsibilities

Reservations & Guidelines

- Reservations for the use of the Coble House Center for Outreach are required. These can be made through the Center's website, or through leaving a message at (336)-697-0488 x140.
- For a day rental, guests may access the Coble House Center for Outreach as early as 7 am and must check out of the facility by midnight. For an overnight stay, guests may check-in anytime after 12pm and check out the following day no later than 12pm. If guests need access to the facility earlier or later than these times, accommodations may be possible upon request.
- No fee shall be charged for Alamance Presbyterian Church meetings and activities nor church-sponsored groups.
- For personal use by APC members or non-church sponsored groups, a \$100 down payment is required at the time of reservation.
- The facility shall not be used for any profit-seeking enterprise.
- Items should not be removed from the facility.
- Those using this facility agree to release, protect, indemnify and hold harmless Alamance Presbyterian Church and its trustees, officers, employees, members, and other representatives from and against any and all claims, liabilities, losses, damages, actions, costs, and expenses directly or indirectly arising out of their use of this facility.
- In the event of damage to this facility, those using the facility shall accept the amount of repair and replacement costs estimated by the church, and shall pay the church for such repair upon demand.
- For children and youth events, the group must have at least 2 adults present for groups under 20 children, and 1 additional adult for every 5 additional children.
- At no point should more than 60 people be in the facility at one time.
- If alcoholic beverages are being served for an event, this must be approved by the Session of APC.
- Smoking and vaping are prohibited on all APC property, both indoors & out.
- Parking must be in designated areas. NO driving or parking is permitted on non-paved surfaces at any time, for any reason.

Equipment

- Users may not take tables, chairs, or other items from rooms or areas of the facility.
- Please use care when handling tables and chairs. No standing, sitting on, or dragging of tables. Protect tops from stains.
- Dishware, linens, and additional kitchen equipment are available upon request.
- Individuals or groups may use the television in the facility.
- No hanging of materials on walls or doors unless painter's tape or command hanging

devices are used.

- Decorations and props should be removed immediately after the event concludes.
- If using lighted candles, they must be contained in a container. EX: votive container, lantern, hurricane globe.
- If heavy potted plants are placed on the floor, a suitable covering should be placed under the pot to protect the flooring.

Pricing

\$125.00 for a full day (7 am-12am)

+ \$50.00 cleaning fee

\$125.00 for an overnight event

+ \$100.00 cleaning fee

Please note: in the event that the cleaning checklist has not been satisfactorily completed, the \$100 deposit will not be returned and additional cleaning fees may be charged.