

Coble Center for Outreach Usage Agreement

Name of User or Group: _____

Address/City/State: _____

Contact Person: _____ Phone: _____

Email Address: _____

Date(s) and time of use: _____

Description of event: _____

**Please note that there is a \$100 down payment due at the time of your reservation.*

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

Signature: _____ Date: _____

Printed Name: _____

Name of Organization (if applicable): _____

Accepted by Alamance Presbyterian Church:

Signature: _____ Date: _____

Printed Name: _____

Cleaning Checklist

- _____ All utilized dishes and serving utensils were washed.
- _____ Sink, sink basket, stovetop & countertops cleaned.
- _____ Tables and chairs wiped down.
- _____ All furniture was placed as it was upon arrival.
- _____ All outside decorations removed.
- _____ Floors swept or vacuumed & damp mopped where needed (spills, etc.).
- _____ All food was removed from both the refrigerator and the freezer. Outside and inside of refrigerator & freezer wiped down as needed.
- _____ All garbage & recycling removed to appropriate dumpsters behind Alamance Presbyterian Church (across the street).
- _____ New garbage liners placed in garbage cans.
- _____ Bathrooms wiped down; toilet paper and paper towels are restocked as needed.
- _____ Reset thermostat to 68° for heat, 75° for cool.

Please make note of any equipment malfunctions here: _____

Additional comments? _____

Signature: _____ Date: _____

Please leave this completed checklist on the kitchen counter to the right of the sink.