

**North Carolina Conference of the Pentecostal Holiness Church, Inc.
("Conference")
Use of Campus Facilities Agreement**

Ministry or Church Name: _____

Event: _____

Event Date(s): _____

Reservation Date: _____

Special Request(s): _____

Contact Person: _____

Address _____

City: _____ State: _____ Zip: _____

Telephone: Home: _____ Cell: _____

Email: _____

Name of Church, Institution, etc.: _____

Signature: _____

I. Usage

- Reservations should be made with Secretary Nicole Oliver.
- Direct approval by Campus Supervisor Jon Oliver required.
- Appropriate rental charge required (*see III below*).
- Charge for utilities (*see III below*).
- 10% non-refundable deposit of projected usage required at time of contract.
- **Remainder of fee must be paid the first day of your event.**
- Extra event insurance required with proof submitted prior to event.

- “Registration Form” with Setup Request required at time of reservation.
- “Use of Campus Facility Form” with signature required at time of reservation.
- Must follow all General Rules
- Responsible for damages. The Conference reserves the right to require a security deposit at time of reservation to cover possible damages.
- For those who use the J.A. Culbreth Auditorium indoor court (basketball, etc.), a statement must be signed releasing from injuries due to playing or carpet, etc.
- Thirty-day notice required for cancellation or forfeiture of deposit.

II. General Rules

1. Preference in reservations shall be to N.C. Conference events and churches and in that order.
2. Building reservations are on a first-reserved basis pending confirmation of Conference calendar and NCIPHC reservations
3. All reservations shall flow through Campus Supervisor Jon Oliver or Secretary Nicole Oliver.
4. Conference Leadership reserves the right to decline any and all requests for reservations and/or alter reservations as necessary to accommodate as many requests as possible, especially those of NCIPHC ministries and churches.
5. Those using the facilities shall remove all trash and properly dispose of such in the outdoor trash bins.
6. Food and drink are allowed only in designated areas.
7. Clean-up spills on carpet, tile, etc. as they occur. All floors should be vacuumed upon departure.
8. Key Deposit. In order to receive any and all keys for any and all buildings being rented, a \$100 deposit must be made. If all keys are returned at the end of your stay, you will receive your \$100 deposit back. A \$10 charge will be made for each key that is not returned. All keys shall be returned to the Secretary or designated person or proper key container.
9. All outside doors will be left locked upon departure.
10. Thermostats should be returned to their proper setting and/or “hold” released. Thermostats should NOT be changed frequently.
11. All bathrooms should be checked for attention to any special needs. (Commodos should not be left clogged or running).
12. For those using the J.A. Culbreth Auditorium, they must hire an NCIPHC-approved sound/projection technician if such system is used.

13. Furniture is not to be moved (beds, couches, etc.) without special permission.
14. No tape or tacks to be used on the walls.
15. The Conference is not responsible for items left in facilities. Items left will be discarded after 30 days.
16. Parking is allowed only in approved areas.
17. Outside water activities are allowed only in designated areas and using only designated faucets. An extra utilities fee will be charged for water activities.
18. Minors must be under adult supervision at all times.
19. No pets are allowed in the buildings (*except for licensed service animals*). There will be a \$250 charge to your final bill, if pets are brought into any buildings.
20. No cooking, coffee pots or other such electrical appliances are allowed in rooms.
21. Windows are not to be opened except in case of emergency.
22. Fire & Safety Regulations. For your safety, all fire regulations must be observed. Specifically, you may not block, or otherwise impede any hallway, entryway, room door, or emergency exit. To assure access to the emergency exits, a minimum 30” wide aisle must be maintained. Photographers and/or videographers may not block the aisles with a tripod. All cords and cables must be taped down to avoid tripping. Use of “Scotch” tape, regular masking tape, strapping or other packaging tape, and duct tape is specifically prohibited.
23. Alcoholic beverages may not be served or consumed on Conference property. The North Carolina Conference of the Pentecostal Holiness Church, Inc. is a smoke-free campus.
24. For immediate assistance during event, contact Mark Lucas at (910) 308-3286.

III. Building Usage Cost (per day)

<u>Days needed</u>	<u>Utilities</u>	<u>Rent</u>	<u>Sound</u>	<u>Total</u>
___ Multi-Purpose/Auditorium	\$300	\$900	*\$500	\$1,700
___ Ward Dorm	\$100	\$200		\$300
___ Cafeteria (no cooking)	\$100	\$150		\$250
___ Stage Set Up for Cafeteria	___\$100 (8x24)	___\$150 (12x24)	___\$200 (16x24)	
___ Cafeteria (cooking)	\$150	\$150		\$300
___ Canteen (no cooking)	\$ 50	\$125		\$175
___ Canteen (cooking)	\$100	\$125		\$225
___ C.E. House	\$ 50	\$125		\$175
___ Beige Dorm	\$100	\$150		\$250
___ Octagon Tabernacle	\$ 50	\$150		\$200
___ Butler Guest House: \$50 per room per night. # of rooms needed: ___				

*** Required Soundman from our Staff to be able to use the Sound System in Auditorium***

IV. Cancellation Policy

All cancellations must be received in writing at least 30 days before the scheduled event. Failure to do so will result in loss of deposit.

V. Indemnification. The undersigned Responsible Party, on behalf of the Group, its officers, members, and invitees recognizes and agrees that the North Carolina Conference of the Pentecostal Holiness Church, Inc. (“Church Corporation”), the International Pentecostal Holiness Church, and the clergy, bishops, officers, directors, employees, volunteers, and insurers of any and all of them (collectively referred to as “Releasees”), shall not be liable nor responsible for any damage or loss to person or property arising out of or in any manner related to use of the North Carolina Conference of the Pentecostal Holiness Church, Inc.’s facilities or equipment by the Group, or in the presence of the Group, on the North Carolina Conference of the Pentecostal Holiness Church, Inc.’s premises. The undersigned further agrees on behalf of the Group, its officers, and members, to defend, indemnify, and hold harmless Releasees from any and all demands, claims, causes of action, and suits of any nature for any damage or loss to persons or property, of whatever cause, and even if due to the sole or concurrent negligence or strict liability of any or all of the Releasees, including payment of all costs and attorney fees incurred by Releasees, arising out of or in any manner related to use of the North Carolina Conference of the Pentecostal Holiness Church, Inc. facilities or equipment by the Group, its officers, members, or invitees; and further agrees promptly to indemnify and reimburse the North Carolina Conference of the Pentecostal Holiness Church, Inc. on a replacement cost basis for any loss or damage to the North Carolina Conference of the Pentecostal Holiness Church, Inc.’s facilities or equipment in any manner caused by the group, its officers, members, or invitees, and to indemnify and reimburse Releasees for any and all costs and attorney fees incurred by any of the Releasees related in any manner to enforcement of the terms of this agreement.

Acknowledgement and Acceptance:

By signing below, you acknowledge that you have read this agreement, accept the Terms and Conditions outlined herein, and agree to be the Responsible Party to assure your members and guests comply with this Agreement.

This agreement constitutes the entire understanding of the parties, and may not be modified by any oral representations or understandings, but only by written agreement signed by both parties.

Requested this ____ day of _____, 2017 by its Authorized Representative:

Name (printed)

Signature of Responsible Party & Authorized Representative

Title of Responsible Party

Name of Organization

_____, NC _____ - _____
Street Address or P.O. Box City Zip

Telephone

Email

Name of Church, Institution, etc.

Principal purpose/mission of this organization

Confirmation (by N.C. Conference office):

The signature below, and on the attached Addendum confirms that your request has been accepted by The North Carolina Conference of the Pentecostal Holiness Church, Inc. and the space requested has been reserved for your use.

Signature

Campus Supervisor _____
Title Date

Jon Oliver
Name (printed)