

Church Point Pentecostals: Activity Center Form

The Church Point Pentecostals are blessed to have an incredible multi purpose Activity Center. It is our intention to use this facility to provide emotional and physical health, plus quality leisure time for people of all ages while maintaining a Christian environment. We will strengthen fellowship among all members while opening our doors to our community.

It is the responsibility of the applicant of the event to make sure that all following guidelines are followed.

General Guidelines:

The responsible applicant must remain with the participants during the event. They are to see that the building is opened and closed (see following pages for scheduling information), and that all guidelines are followed. An activity center door key is provided. The applicant is responsible for returning the key to the Activity Center Coordinator or Director.

Participants should remain inside the activity center. Loitering is not allowed in the parking lot.

Smoking or tobacco in any form, alcoholic beverages, use of drugs or any controlled substance, abusive language, fighting, weapons, etc. will not be allowed.

No activity will be allowed that is contrary to the established church policy.

Clean up all food, drinks, cups, cans, etc. Spills must be cleaned up immediately. No color drinks are allowed (red, blue, etc.).

The activity center is not available for personal profit gatherings.

No dancing allowed.

No tape, nails, or tacks allowed on the walls for decorating.

Only love bubbles are allowed to be used outside the building. Rice bags, potpourri, confetti and such items are not allowed inside or outside the building.

Activity Center fees:

Cleaning Fee	\$ 40.00
Deposit for Sitting Area	\$150.00* (members & nonmembers)
Deposit for Gym Area	\$250.00* (members & nonmembers)

(This check will be processed prior to rental and is due at contract signing).

Rental time for the following is six (6) hours, including decorating time.

Sitting Area Rental Fee	\$275.00 (includes cleaning fee)
Gym Area Rental Fee	\$275.00 (includes cleaning fee)
Both Areas Rental Fee	\$500.00 (includes cleaning fee)
Ice Machine Rental Fee	\$ 10.00

Renters are responsible to see that the following procedures are followed. You may contact Jonathan Walton to schedule appropriate personnel. Telephone: (337)322-2573.

Day Before Event:

- Verify the ice machine has been turned on.
- Verify the time that the air conditioner/heat needs to be turned on.

Day of Event:

Opening Activity Center:

- Unlock the doors. (schedule appropriate personnel)
- Turn on lighting for activities. (schedule appropriate personnel)
- Set building temperature. (schedule appropriate personnel)

Closing Activity Center:

- Make sure all trashcans are emptied. (if cleaning fee waived)
- Check restrooms for cleanliness. (if cleaning fee waived)
- Leave kitchen neat and clean. (if cleaning fee waived)
- Set building temperature. (schedule appropriate personnel)
- Turn off lights. (schedule appropriate personnel)
- Lock all doors. (schedule appropriate personnel)
- Scan the parking lot for litter.
- Unplug ice machine. (schedule appropriate personnel)

*In the interest of safety, please do not leave until all the visitors have left the premises with their responsible party.



The Church Point Pentecostals

I/We have read and/or it has been explained to me/us the above guidelines and I/we do hereby consent to this contract. I/We understand that I/we am(are) responsible on behalf of the entire wedding party to adhere to the above-mentioned guidelines. I/We furthermore consent that I/we am responsible for any damages to the church or activity center premises at the time of the rehearsal, decorating, or the actual wedding ceremony/reception.

For the Wedding/Shower of: _____ (Bride)
_____ (Groom)

For the Event of: _____ (Event)

Signature

Witness

Signature

Date