



# Robinson

## PRESBYTERIAN CHURCH

9424 Harrisburg Road - Charlotte, North Carolina 28215 - 704 537-5506

[www.robinsonpresby.net](http://www.robinsonpresby.net)

### Sunday Worship:

9 AM - Fire! Contemporary Service

10 AM - Sunday School

11 AM - Traditional Service



***Rental of Robinson Presbyterian Church buildings / facilities may be requested by all individuals and groups that are compatible with denomination principles. We are committed to the use of our facilities as part of our total mission outreach to our congregation, our community and our world.***

We are delighted that you are considering us for your event. Please take careful note of the contract provisions. You are responsible for communicating all information/requirements to your party, family members, and service providers including florists, caterers, musicians and photographers. Be aware that the payment of fees for services rendered by caterers, florists, wedding coordinator, clergy and other personnel should be made directly to those individuals and are not a component of this contract. A mandatory minimum musician fee is included in this agreement if a wedding or funeral is held in our facilities – the actual fee may be different depending on your agreement with the musician.

Additionally, if a wedding event is to be held, the wedding policy of RPC is also applicable and must be followed. Your RPC wedding coordinator can assist you in understanding provisions of that agreement.

We encourage you to carefully read through all the following guidelines. Again we thank you for choosing Robinson Presbyterian Church. We pray your experience here will prove to be a wonderful time of celebration and joy. If you do not have a church home, please consider joining us in worship and Christian community.

**This agreement is a legal contract. Please read and understand all provisions prior to signing.**

***Our goal is for you to have an enjoyable, safe and memorable event. This agreement will help ensure that you and others will have facilities in the future for your events.***

## Section 1: Facility Fee Matrix

Total Hours Contracted = \_\_\_\_\_

COLUMN 1 <i>Building / Room (a,b,c)</i>	COLUMN 2 <i>Base Fee for 2 Hour Rental</i>	COLUMN 3 <i>Security Deposit (d) Refundable After Inspection</i>	COLUMN 4 <i>Minimum (Base) Rental Cost with Security Deposit</i>	COLUMN 5 <i>Facility Cost per Additional Hour (e,f)</i>	<i>Total Contracted Cost (g) – Add Columns 4 and Prorated Amount from Column 5 (g)</i>
Sanctuary	\$250	\$200	\$450	\$125	
Fellowship Hall with Kitchen	\$250	\$300	\$550	\$125	
Fellowship Hall without Kitchen	\$150	\$200	\$350	\$75	
Gymnasium with Kitchen	\$250	\$300	\$550	\$125	
Gymnasium without Kitchen	\$150	\$200	\$350	\$75	
Individual Room in Christian Education Building (fee per room)	\$80	\$100	\$180	\$40	
Pavilion	\$175	\$100	\$275	\$50	
Amphitheater	\$150	\$50	\$200	\$75	
Audio System Use with Operator (h,i)	\$100	n/a	\$100	\$50	
Audio & Video System Use with Operator (h,i)	\$120	n/a	\$120	\$60	
Use of Inflatables – fee per day (j)	\$25	n/a	n/a	n/a	
Contract Change Fee (k)	\$25	n/a	n/a	n/a	
Musician Fee	\$100				
Rebate for RPC Steward (c)					
<b>TOTAL CONTRACTED COST ALL FACILITIES (m)</b>					
<b>Deposit Received</b>					
<b>Balance Due</b>					

A 50% deposit of the base fee and 50% of the security deposit is required at time of signing. Minimum rental is two hours. If your event requires setup time, this time is included in the hours of rental (e.g. two hours of setup time + 4 hour event = 6 hours rental charges). All events must conclude no later than 11 p.m. and facility vacated by midnight.

Footnotes:

- (a) If the kitchen(s) are used but were not contracted for, the security deposit will be forfeited and the kitchen usage fee will be charged in addition to the security deposit forfeiture.
- (b) For weddings, an additional \$50 fee will be incurred if decorations and flowers are not removed within 4 hours of the end of the contracted time. For funerals, an additional \$50 fee will be incurred if flowers are not removed within 4 hours of the end of the contracted time. Additionally, if the cemetery is used, there is a separate policy and fee schedule for interment.
- (c) Two RPC Stewards are required when a non-RPC individual or group rents the facilities. Fee covers two people for duration of the event. If an RPC member is renting the facility and will be attending the event, then a partial reduction of \$20 per hour will be done. For rental of individual rooms in the Christian Education building, only one steward is needed, however, this is already reflected in the base rate and no adjustment should be done unless an RPC member is renting the facility and will be attending the event.
- (d) Refundable after satisfactory inspection by RPC property manager or designee. Includes a key deposit of \$50 which will not be refunded if key is not returned within 48 hours of event completion (excluding pavilion and amphitheater unless

restroom access is requested, then a key deposit is required). Security deposit must be paid for separately – if paid by check, the check will be returned to renter if no expenses are deducted.

(e) Additional cost per facility/room above base cost if applicant desires more facility usage. If the additional usage is requested at contract application time, then fractional fees listed in footnote (f) are not initiated until after contracted hours have been completed.

(f) A fractional hour is considered a full hour with respect to rentals. Fractional fees will accrue for usage beyond the contracted hours.

(g) Total contracted cost is based upon contracted usage of facility (base hours + additional hours + stewards + deposits).

(h) Fee is in addition to the sanctuary fee. System operator to be provided by RPC – we will need to verify if individual is available for your date prior to signing this contract with you.

(i) If this service is requested in conjunction with contracted facility usage for a wedding or funeral, no additional security deposit is required.

(j) If inflatable equipment that is powered by electricity is used, an additional fee of \$25 is required. If such items are not included in this contract and then are subsequently used, the entire security deposit will be forfeited.

(k) Any changes to the contract may be initiated up to 7 calendar days prior to the event. Such changes will incur the fee shown.

(l) Minimum required for weddings or funerals. Actual fee may differ depending on your agreement with musician.

(m) To be calculated by RPC Representative. Applicant signature on this contract indicates agreement to pay the contracted deposits, total fees and abide by all provisions of this contract. In the case of a mathematical or printing error, contracting individual is responsible for paying the fees associated with intended usage.

## *Section 2: Facility Rental/Usage Agreement*

### *1. Policy Statement for Facility Rental/Usage*

- a. The purpose of the Facility Use Agreement is to ensure that facilities of the Robinson Presbyterian Church (“RPC”) are utilized for meetings and activities which are recreational, social, educational, or civic in nature, offering services of interest and need to the community. Interpretation of any facility policy shall be made by the RPC Facilities Manager or a designated representative.
- b. RPC facilities contracts are available to all individuals and groups that are compatible with denomination principles. RPC reserves the right to decline rental requests.
- c. RPC reserves the right to waive any and all fees for members of Robinson Presbyterian Church.
- d. RPC reserves the right to waive any and all fees for selected non-profit groups.
- e. Outside groups and individuals are expected to pay the appropriate fees for use of RPC facilities as outlined above. This includes individuals and for-profit groups such as neighborhood associations, sports, dance, private schools, etc.
- f. The calendar is maintained by the Property Team and the RPC Session. Please check the calendar in person (or call the church office or your church contact person) BEFORE publicizing any event, because rentals, weddings/memorial services, and other church events may also be scheduled. RPC is not responsible for any costs incurred by you due to advance scheduling of your event prior to a signed contract.
- g. RPC is happy to reserve space for your event. A deposit is required to reserve the facility for your event. This payment will not be reimbursed unless cancellation of your rental takes place as outlined in the cancellation section of this agreement, or after the event has concluded and a room inspection is complete.
- h. We require your signature on the form. Your signature as an individual or a representative of the group using the building constitutes an agreement to release RPC of all liability during or resulting from your scheduled event.
- i. Please seek advice from the RPC representative before decorating. If you require access to a building or room prior to your event to decorate, RPC will consider this rental time and the fee will be adjusted accordingly. Additionally, decoration time must be reserved on the integrated church calendar to ensure the facility is reserved for you. Decoration time is considered reserved time and is subject to facility fees.

- j. RPC is not liable for personal stolen property or personal injuries sustained during rental hours or as a result of activities planned and/or conducted by you to prepare for your event.
- k. Failure to abide by the policies defined in this agreement will result in the forfeiture of the security deposit and in some cases, as defined below, will result in the termination of the event. If an event is terminated early by an RPC representative due to non-compliance with this agreement, no event fees (including the security deposit) will be refunded.
- l. Agreements and contracts shall not be transferred, assigned, sold, or sub-let.

## *2. Reservations*

- a. It shall be the responsibility of the organization or individual making the reservation to see that unauthorized portions of the facility not be utilized, that the facility is vacated as scheduled and that all trash and other debris is deposited in trash containers or otherwise removed.
- b. Reservations shall not imply or constitute proprietary rights or benefits to any applicant.
- c. Permission to use a RPC facility is granted subject to the observance of these regulations by the applicant and anyone using the facility in connection with the applicant. Permits may be revoked for violation of these regulations either during the use of a facility or prior to the use of a facility.
- d. Repeat reservations will be contingent upon care of property, equipment and observance of approved rules and policies.

## *3. Fees, Deposits and Refunds (refer to schedule for applicable fees and deposit)*

- a. Payments must be made via check or money order. Cash transactions are not appropriate. If a check is returned for insufficient funds, an additional charge of \$35 will be assessed.
- b. One-half of the total rental fees shall be paid at the time that the reservation is made. This is considered a booking fee (or "deposit").
- c. The remaining half of the total rental fees are due 14 days prior to the scheduled facility use.
- d. If the "Balance Due" is NOT paid by 5:00pm ET on the due date, your event will be cancelled and all monies will be retained.
- e. A full refund of the security deposit may be given when the group complies with Facility subsection below and the appearance and function of the facility is substantially similar after the event, to the condition of the facility before the event, at the Director's sole discretion.
- f. When actual use of a RPC facility exceeds the reserved rental period, the applicant shall be charged additional rental time as defined in the facilities fee matrix. These fees will be deducted from the security deposit, and/or billed to the applicant if the security deposit has been exhausted.
- g. Contract changes must be requested, by contacting the RPC office where the application was filed, at least 14 days prior to the event date. Contract changes may warrant additional fees according to the fee schedule.

## *4. Cancellations*

- a. Cancellations must be submitted by the applicant in writing. Date of cancellation receipt is dependent upon when the notification arrives in the church office, not when it is sent by the applicant. The applicant should call the church office to confirm receipt of any cancellation.
- b. If cancellation is received by RPC at least **28 calendar days** prior to the reservation date, the RPC will return all of the booking ("deposit") fees.
- c. If cancellation is received by RPC **8-14 calendar days** prior to the reservation date, the RPC will retain 50% of the booking ("deposit") fees.
- d. If cancellation is received by RPC **7 calendar days** or less prior to the reservation date, the RPC will retain all booking ("deposit") fees.

## *5. The Facility*

- a. Our facilities are available for rental by external organizations who agree to comply with the provisions of this agreement. This includes compliance with the following maximum capacity restrictions by room:

- i. Sanctuary – 200 people (plus ~20 people in choir loft/organist area)
  - ii. Fellowship Hall – 150 people
  - iii. Gymnasium – 150 people
  - iv. Library – 15 people
  - v. Historical Room – 15 people
  - vi. Classrooms – 10-20 people, depending on size of room
  - vii. Pavilion – 150 people
  - viii. Amphitheater – 100 people (seating capacity)
- b. Facilities, fixtures, furniture, landscaping and equipment, etc. shall be left in the same condition as they were in prior to the activity. Please ensure that all attendees to your event respect our facilities, equipment, buildings, landscaping, cemetery, etc. The cemetery should not be treated as part of the contracted event (exception = funerals). If you bring an item into the facility, you are required to take it out.
  - c. Users of the facilities shall observe, obey and comply with all applicable City, County, State and Federal laws, rules and regulations.
  - d. RPC facilities shall not be used for the purpose of advancing any doctrine or theory which is considered to be subversive under the Constitution of the United States of America. Violation of any portion of a facility use contract may result in loss of the security deposit.
  - e. Decorations may not be affixed (nailed, taped, etc.) to the walls, doors, windows, window coverings, chairs, pews, carpet, brick, wood, painted surfaces or hung from the ceiling. Advance written agreement from the RPC Property representative is required for any decorations or signs outside of the buildings.
  - f. Fog machines or open flames, including candles, are not permitted at any RPC facility. Outdoor barbeques are only permitted when pre-authorized by the RPC through the facility use application process.
  - g. No fireworks, sparklers, or similar items are permitted.
  - h. If the facility fire alarm causes the Fire Authority to be summoned, and it is determined that the applicant and/or his/her guests were the cause, the full cost associated with the Fire Authority's services will be deducted from the security deposit. If this cost exceeds the amount of the security deposit, the applicant will be billed for the remaining cost of these services.
  - i. Free parking is available on the premises and is included as part of your rental fee.
  - j. **OPENING THE BUILDING** -- Your key will open the doors you require to access the room you are renting, or a church representative will unlock and lock the doors.
  - k. **LIGHTS** -- Please turn on enough lights to welcome people in and through the building. The lights in the sanctuary can be turned on in the passageway on the left of the sanctuary. In the event of a power failure, the exit signs will remain illuminated. **Please remember to turn off all the lights when you leave, including the restroom lights.**
  - l. **HEAT AND AIR-CONDITIONING** -- There are some thermostats available to renter-they will be highlighted during the initial walkthrough. Please reset all thermostats to 65 degrees in the winter and 78 degrees in the summer before leaving. Report problems to your church contact person.
  - m. **WINDOWS** -- Remember to close any windows that you have opened.
  - n. **CLOSING THE BUILDING** -- Please think about the security of the building as you turn out lights and lock up. Even if you did not open a door, please check that ALL doors are securely locked when you leave after your event. People from your event may have exited out a door that you did not previously unlock.
  - o. **SOUND SYSTEM** -- The sound system is set for our weekly Worship Services and other regular activities. Please request "Audio System Use with Operator" in the rental agreement if you need the sound system for your event.
  - p. Keys may be obtained from your church contact person. If you need to open the building for groups, programs, repair, etc., please request a key. **Non-members who require keys will make a security deposit which includes a key deposit.**

## 6. *Event Supervision*

- a. RPC employees/members (known as stewards) may be assigned to permitted activities and shall have complete authority over the facility, all equipment, participants and activities, including the authority to request changes in activities or cessation of activities. Applicants, as permit holders, may consult with the RPC's representative(s) on duty during their use, in regards to their needs, if any.

- b. The applicant must be present during the entire rental period and must be available to review both a pre-activity and a post-activity checklist with a RPC representative. The only exception to this rule is when an honoree (i.e., bride and groom) is the applicant. In this case, the applicant must designate (in writing) another attendee to review the checklists at the time that the room set up is submitted.
- c. RPC stewards have the authority to curtail an event if violations of this policy are present and are not corrected after one warning is given. In this case, all fees and deposits will be forfeited.

## *7. Supervision of Minors*

- a. Groups composed of minors (defined for purposes of this agreement as individuals less than 21 years of age) shall be supervised by at least two adults who are 21 years of age or older per 10 minors at all times. Application for facility use must be made by an adult 21 years of age or older who will be present throughout the event and responsible for the activity.
- b. Minors must remain in the rented facility room and shall not be allowed to roam unsupervised throughout the facility and/or grounds.

## *8. Insurance, Liability, Loss & Damage*

- a. RPC shall not be liable for any injury to persons or loss or damage of group or individual property which occurs during the use of a RPC facility or when travelling to/from the RPC as part of the event or event preparation.
- b. Applicants who rent the facility are financially responsible for any damages to property or loss of property, including RPC property. A fee equal to the total replacement cost for damaged items belonging to the RPC will be charged to the applicant, in addition to a charge for staff time incurred, and will be deducted from the security deposit. If such charges exceed the security deposit, the applicant will be billed. In addition, the RPC shall have the right to cancel any additional existing reservations by the applicant and to reject any further applications from the applicant until all charges have been paid. If the applicant does not cover total cost for damages, RPC reserves the right to pursue legal action and the applicant will also be responsible for fully reimbursing all legal fees and court costs associated with recovery of the associated damages.

## *9. Available Equipment & Set Up*

- a. Rental of facilities includes available tables and chairs in that room. Tables, chairs and other fixtures may not be moved from other non-contracted rooms.
- b. Applicant is responsible for setup of the facility for their event.
- c. Applicant is responsible for returning facility to its original condition. Failure to do so will result in forfeiture of the security deposit and potential loss of privilege for future rentals.
- d. RPC representatives are not permitted to move any equipment/furnishings supplied by the applicant.
- e. Due to limited space, storage for outside rentals will not be permitted more than 24 hours prior to your event.
- f. Applicant may not bring in any equipment that cannot be easily carried or rolled into the facility. Equipment cannot be dragged across the floor.
- g. If usage of non-paper products such as plates, glasses, cups, etc. the applicant must reserve the facility using the 'With Kitchen' rate. All used items must be washed, dried and returned to their proper storage place by the applicant. Failure to do so will result in forfeiture of entire security deposit.
- h. Rental of facilities does not include usage of paper products such as plates, utensils, cups, etc.

## *10. Vehicle Parking*

- a. Free parking in designated spaces is provided as part of the rental agreement.
- b. Vehicle parking is allowed in marked or authorized parking areas only.
- c. When the kitchen area has been rented, vehicles may be parked for the unloading and loading of kitchen supplies in the area next to the kitchen. After unloading, the vehicle must be moved to an authorized parking area.
- d. Vehicles may not drive onto or park on any non-paved areas.



## *11. Prohibited Activities and Materials (except for private living residences)*

- a. No alcohol is permitted in any RPC facility or on any property owned by RPC for activities contracted using this agreement.
- b. The use of alcoholic beverages is not allowed on RPC property as part of contracted usage under this agreement. "Alcohol use" means the presence of any beverage that contains any amount of alcohol.
- c. RPC facilities, including all covered structures, are tobacco-free and non-smoking facilities (exception, private residences).
- d. Smoking is prohibited within 20 feet from any door or entrance to a RPC facility.
- e. No gambling is allowed on RPC property.
- f. For-profit activities are not allowed on RPC property.
- g. Failure to observe these prohibitions will result in immediate revocation of the usage of the facility and all deposits will be forfeited.
- h. No activity of any kind will be allowed in the cemetery area or in the fenced playground area.
- i. Fees for attendance are not allowed.
- j. For-profit public dances and/or flyer parties (i.e. raves) are prohibited.

## *12. Facility Clean Up Procedures*

- a. Stains from food and beverages that require professional cleaning, which will result in additional expense to the RPC, will be charged directly to the applicant.
- b. All decorations and catering equipment must be removed and taken away and all trash must be placed in the trash cans.
- c. Kitchen equipment such as the oven, stove, and refrigerator are available for use during the rental time and must be cleaned by the renter.
- d. All counter tops, sinks, refrigerators or freezers used must be cleared, thoroughly cleaned, rinsed and dried off.
- e. Any food, beverages or any other items left in the facility will be disposed of.
- f. Please bring cleaning supplies, sponges or towels to wipe down all surfaces.

## *13. Miscellaneous*

- a. RPC staff is not allowed to accept or sign for any deliveries. If a delivery is made, the RPC and staff are not responsible for delivered items. Items cannot be left in the facility at the conclusion of the event and must be removed prior to vacating the facility.
- b. Caterers and/or other subcontractors hired by the applicant to work during facility rentals are required to follow all provisions of this agreement. Applicant is responsible for conduct of caterers and other subcontractors.
- c. Applicant must limit the number of guests to the amount specified on the contract under estimated attendance. The number of guests includes band members, caterer and guests. Attendance numbers larger than that stated on the contract may result in the event being terminated early, as directed by RPC staff. Prior to terminating an event for this reason, RPC staff will bring this issue to the attention of the applicant to provide applicant with the opportunity to remedy the situation in a timely manner.
- d. No animals (except for companion or guide dogs) will be allowed inside RPC facilities or on the grounds.
- e. All activities must comply with existing noise ordinances.
- f. In the case of a natural disaster or other force majeure occurrence prior to the contracted event date, all deposits will be refunded.

**Section 3: Applicant Required Information**

<b>Full Name</b>	
<b>Address</b>	
<b>E-mail</b>	
<b>Phone</b>	(H) _____ (W) _____ (C) _____
<b>Credit Card</b>	Type Card _____ Card # _____ Expiration _____ Security Code # _____ Name on Card _____
<b>Driver's License</b>	State _____ Number _____
<b>Organization</b>	
<b>Type of Event</b>	_____ Birthday Party _____ Graduation Celebration _____ Wedding or Baby Shower _____ Other (specify) _____
<b>Date of Event</b>	
<b>Start and End Times of Event</b>	Start _____ End _____ (Note: This includes any setup time desired by the renter. Events must end no later than 11 p.m. and facility vacated no later than midnight.)
<b>Room(s) or Area(s) Included in Rental</b>	_____ Sanctuary – 200 people (plus ~20 people in choir loft/organist area) _____ Fellowship Hall – 150 people _____ Gymnasium – 150 people _____ Library – 15 people _____ Historical Room – 15 people _____ Classrooms – 10-20 people, depending on size of room _____ Pavilion – 150 people _____ Amphitheater – 100 people (seating capacity)  (Note: Separate rental fees required per room/facility area. If the Fellowship Hall is rented, access to restrooms in the Christian Education building will be provided as part of the rental with no additional fee.)
<b>Expected Attendance</b>	Expected Number of People (Adults & Children) _____
<b>Time</b>	Open Building _____ Close Building _____



***Section 4: Applicant Confirmation & Signature***

The undersigned must be at least 21 years of age and assumes liability and responsibility for any and all breakage, loss, or damage to the buildings or their contents occurring during (or incident to) its use by the group, or as a result of any windows or doors being left open or unlocked before, during or after use.

I understand and agree to all the conditions itemized in this contract. I have thoroughly reviewed and agree to the charges and the provisions detailed in the contract.

I understand all provisions of this agreement and understand that this is a legal agreement between RPC and me.

Failure to comply will result in the loss of rental privileges and/or payment for damages to the buildings and their contents (which could exceed the security deposit).

I understand my credit card will be charged to cover damages, janitorial fees, etc. if I do not cover these charges via a valid check or money order (drawn from a financial institution chartered in the United States) made payable to Robinson Presbyterian Church.

Cash transactions are not accepted.

Applicant information must be completed in earlier section prior to completing this agreement

<b>Signature</b>	
<b>Date Signed</b>	
<b>Deposit Made by</b>	Check or Credit Card or Money Order (circle)
<b>Witnessed for RPC by</b>	Name: _____ Date: _____

OFFICE USE ONLY:

\_\_\_\_\_ Date Balance Received

\_\_\_\_ YES \_\_\_\_ NO - staff to open/close building

\_\_\_\_\_ Date key given \_\_\_\_\_ Date key returned \_\_\_\_\_ Date deposit returned

RPC Stewards (Names): \_\_\_\_\_

Condition of Facility after rental:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Rent to this person/organization again? Yes or No (circle)