



CLC/NLPC RENTAL VENUE APPLICATION & AGREEMENT

NAME OF APPLICANT AND OR ORGANIZATION: _____

NAME OF PERSON RESPONSIBLE FOR PARTY: _____

Responsible party MUST be over 21 years of age; you may need to present an ID for our file

ADDRESS OF APPLICANT: _____

ARE YOU A CHRISTIAN LIFE CENTER CONGREGATION MEMBER? YES or NO

EMAIL: _____ PHONE #: _____

EVENT TYPE: _____

DATE OF EVENT: _____ ESTIMATED ATTENDANCE: _____

TIME OF EVENT _____ am/pm TO _____ am/pm (This time frame should include your set up and clean up and is for 4 hours. Each additional hour needed will be \$25 and must be on this application/agreement prior to the event)

CIRCLE VENUE PREFERENCE:

Huston Hall Community Hall NLPC Sanctuary OTHER _____

WILL DO NEED TECH/SOUND PERSON (If available): YES or NO

HOW MANY TABLES AND CHAIRS ARE NEEDED?

Round Tables (seats 4-6) _____ 8 ft Rectangle Tables (seats 6-8) _____ White Chairs _____

The Christian Life Center and The New London Presbyterian Church assumes no responsibility, financial or otherwise, for personal items, judgments, expenses, or accidents/injuries sustained by individuals while on their property. Neglecting to return the facility to its original condition may result, at minimum, in forfeiture of your deposit and additional fees could accumulate after the facility is assessed. Any theft or damage will be the financial responsibility of the applicant renting the facility. The responsible party listed on this application ("Applicant") will be the individual responsible for ensuring their guests follow all rules and regulations stated later in the agreement and any posted regulations. By signing below, I am certifying that the information stated on this application is true and accurate. I am also acknowledging myself as the person responsible for my event and guests.

APPLICANT SIGNATURE: _____ DATE: ____/____/____

Rental Fee includes personnel on call, trash removal, and sanitation fee.

HUSTON HALL

Located at NLPC 1986 Newark Rd, Lincoln University, PA 19352

Includes: Holds 65 people max, kitchen, bathrooms, tables, chairs, and trash cans.

	RENTAL FEE	SECURITY DEPOSIT
CLC MEMBER	\$150	\$100
NON-MEMBER	\$275	\$100

COMMUNITY HALL

Located at NLPC 1986 Newark Rd, Lincoln University, PA 19352

Includes: Holds 65 people max, restrooms, tables, chairs, trash cans.

	RENTAL FEE	SECURITY DEPOSIT
CLC MEMBER	\$150	\$100
NON-MEMBER	\$275	\$100

NLPC SANCTUARY

Located at NLPC 1986 Newark Rd, Lincoln University, PA 19352

Includes: Holds 150 people max, restrooms, sound system, small stage, and trash cans.

****Food and Drinks are NOT permitted in the sanctuary****

due to current state covid restrictions we are operating on state guidelines

	RENTAL FEE	SECURITY DEPOSIT	TECH/SOUND/AV PERSON (If available) We are unable to prorate this amount if you end up using less time
CLC MEMBER	\$150	\$100	\$50 minimum (2 hrs.) \$25 additional hours (must be arranged with application)
NON-MEMBER	\$275	\$100	\$50 minimum (2 hrs.) \$25 additional hours (must be arranged with application)

FOR OFFICE USE ONLY:	
DATE EVENT WAS APPROVED _____	TIME FRAME OF EVENT _____
DEPOSIT _____	DATE PAID _____
RENTAL FEE _____	DATE PAID _____
SECURITY FEE _____	DATE PAID _____
TECH/AV FEE _____	DATE PAID _____
CLEANING FEE _____	DATE PAID _____
INSURANCE CERT (IF APPLICABLE) _____	DATE SUBMITTED _____
Memos, special requests and/or correspondence between renters and office staff:	

RENTAL REGULATIONS

- **SECURITY DEPOSIT RETURN** Your deposit will be returned to you ONLY after staff have inspected the rented space and determined it has been put back to the way it was before your event. Your security deposit will be refunded via credit card when possible or via check through the mail.
- **CANCELLATION/INCLEMENT WEATHER POLICY:** Rental cancellations should be made no later than four weeks in advance. Any fees paid to The Christian Life Center/NLPC will be returned to you, but returns can take several weeks and will most likely be given back in the form of a check. We understand emergencies happen; outdoor events are especially unpredictable. Should you need to do an emergency cancellation for weather or personal reasons, you may either reschedule your even. Should you need to adjust your rental reservation, you MUST contact molly@clcfamily.church directly. Adjustments must be made no later than 5 days before your event. You CANNOT change or add time to your reservation the day of your event. The staff liaison/personnel will not accept any time changes not approved by the office. In the event you go over your scheduled rental time, you will be required to pay for the staff/personnel's extra time. However, should you not use all your scheduled time, there will be no refunds or credits.
- **The applicant listed on this form is responsible for damages** and property that is stolen or missing, interior or exterior, during their occupancy of the rental facility. The applicant will pay to replace and repair the venue's property immediately upon notification, as well as forfeit their deposit. Applicant is also responsible for all fines incurred during or because of their event. The Christian Life Center/NLPC and its employees and contractors will not be held accountable or liable for any claims, demands, actions, etc. relating to the loss or damages of the personal property of an applicant and event guests. As such, The Christian Life Center/NLPC and its employees and contractors will not be held accountable or liable for any claims, demands, actions, etc. relating to any type of injury sustained while on The Christian Life Center/NLPC properties.
- This is only applicable to but not limited to large occupancy numbers. The Christian Life Center/NLPC will make this determination and let the Applicant know if needed. The Applicant shall provide The Christian Life Center/NLPC as additionally insured for at least \$1 million dollars in liability coverage. Certificate of insurance shall be due upon the same date as initial deposit funds are due and payable.

APPLICANT/PERSON RESPONSIBLE SIGNATURE

DATE

PLEASE READ THROUGH EACH RULE BELOW.

AS THE RESPONSIBLE PARTY YOU WILL BE HELD ACCOUNTABLE IF ANY OF THE RULES, REGULATIONS OR GUIDELINES ARE NOT MET. NOT MEETING ANY OF THE TERMS OF THIS AGREEMENT CAN/MAY RESULT IN FORFEITURE OF YOUR DEPOSIT AND/OR BEING HELD FINANCIALLY AND LEGALLY RESPONSIBLE FOR DAMAGES, ETC.

RENTAL RULES

Please read and initial after each rule.

- **ABSOLUTLEY NO ALCOHOLIC BEVERAGES ARE PERMITTED ON ANY OF THE PREMISES AT ANY TIME.**
Initial _____
- **SMOKING is NOT permitted inside or outside buildings.** Initial _____
- **Applicant is responsible for cleaning up after their event. This includes but is not limited to.**
 - **LEAVE TRASH INSIDE PROVIDED CANS.** There will be no extra trash bags available and no dumpsters to dispose of trash bags. The Christian Life Center/New London Presbyterian will handle the removal of all trash. Do not overflow trash cans or put trash next to cans. All trash must fit into cans provided. Removing trash bags will result in them leaking on flooring and carpeted areas. Initial _____
 - **PUTTING TABLES/CHAIRS MUST BE WIPED DOWN AND PUT BACK TO THEIR ORIGINAL SPOT.** Initial _____
 - **KITCHEN MUST BE LEFT AS YOU FOUND.** You may use the following appliances: microwave, oven for reheating items (no stove top), outlets, fridge, and freezer space. The kitchen is intended for small prepping and not fully preparing meals. Initial _____
- **NO animals are permitted in our indoor venues. Excluding service animals.** Initial _____
- **MUSIC can be played during the applicant’s event. However, music should be appropriate for all ages (even if there are no children present at the applicant’s event) and should be played at a reasonable volume. Sound amplification equipment is not permitted.** Initial _____
- **Outside vendors and equipment, including but not limited to; food trucks, food carts, personal grills, and bounce houses, etc. are NOT permitted in indoor venues. In some cases, special permission can be granted with direct requests to molly@clcfamily.church** Initial _____
- **The personnel or CLC/NLPC employee assigned to the event should be always treated with respect. Their job is to open and close the venue, keep the venues secure and ensure all rules and regulations are being respected. If staff/personnel on call have any issues with a renter or their guests not following rules, being disrespectful or breaking the law in any way, they are advised to call 911 right away.** Initial _____
- **The applicant is responsible if any venue property (including supplies) is removed or moved from the facility during their rental period.** Initial _____
- **Children should NOT be left unattended at any time. The staff/personnel on call are not a babysitter, parents/guardians should be always aware of their children. If personnel on call finds the applicant’s guests (including children) disruptive and difficult, this may result in the applicant forfeiting their deposit.** Initial _____
- **The venues and its facilities are used at your own risk. We urge you to practice social distancing, wear masks and be respectful of those around you.** Initial _____
- **Prior to the event, CLC/NLPC will provide the applicant with an emergency contact phone number. The applicant is required to keep the phone number on hand during the event in case of any emergency that may arise. Failure to notify CLC/NLPC of any emergency will result in forfeiture of the security deposit.** Initial _____

*By signing this rental agreement, I have read all the policies, accept full responsibility for all damages, and I relieve The Christian Life Center/New London Presbyterian Church of any liabilities. Notice of any violations may forfeit the entire deposit. In addition, you will be responsible for any additional charges due to damage and or clean up fees. *

1. I hereby release, waive, discharge and covenant not to sue The Christian Life Center/New London Presbyterian Church, its employees, (hereinafter referred to as “releases”) from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or relating to any loss, damage or injury, including death, that may be sustained by me, or to any property belonging to me, whether caused by negligence of the releases, or otherwise, while using the facilities, or while in, on or upon the premises where the event is being conducted.

2. I further hereby indemnify and save and hold harmless the releases and each of them, from any loss, liability, damage or costs they may incur due to my use of the property, whether caused by the negligence of any or all the releases, or otherwise.

Applicant Signature _____ **Print Name** _____ **Date** _____

Employee Approval Signature _____

COVID-19 NOTICE

As a result of the COVID-19 pandemic, we have had to make a few changes to our facility rentals. These changes have been put in place to keep you, your guests, and our staff safe and healthy. These changes are non-negotiable and are indicated throughout the contract.

Please be aware of the following:

1. **YOU are responsible for following the state gathering limitations. Whatever limitations are in place at the time of your rental should be followed.**
2. **We encourage you and your guests to wear masks and be socially distant during your rental. You are required to wear a mask if/when addressing CLC/NLPC employees or security guards.**
3. **The Christian Life Center/NLPC reserves the right to change this agreement or cancel your reservation at any time for the well-being of you, your guests, the CLC/NLPC employees or the public in general.**
4. **Due to State Covid restrictions we are operating at a 25% occupancy rate. This is subject to change without notice.**
5. **You will be required to sign a COVID-19 Liability Waiver Form.**

Applicant/person responsible signature _____ Date _____

Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID-19

The COVID-19 virus is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people. By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my guests and I, may be exposed to or infected by COVID-19 by using any of The Christian Life Center/New London Presbyterian Church facilities and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at any of the Christian Life Center/NLPC facilities may result from the actions, omissions, or negligence of myself and others, including, but not limited to, my guests, The Christian Life Center/New London Presbyterian Church employees, and security guards. I voluntarily agree to assume all the foregoing risks and accept sole responsibility for any injury to my guests or myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I or my guests may experience or incur in connection with my The Christian Life Center/New London Presbyterian Church facilities rental. On my behalf, and on behalf of my guests, I hereby release, covenant not to sue, discharge, and hold harmless The Christian Life Center/New London Presbyterian Church, its employees, security guards, or any other person, of and from the Claims, including all liabilities, claims, actions, damages, costs, or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of The Christian Life Center/New London Presbyterian Church, its employees, security guards, and/or representatives whether a COVID-19 infection occurs before, during, or after my The Christian Life Center/New London Presbyterian Church rental.

Applicant Signature _____ Print Name _____ Date _____

Employee Approval Signature _____