

Community Presbyterian Church
Sharing Ministry with First Congregational Church

"Caring Hearts, Open Minds, Helping Hands"

200 East Leland Rd., Pittsburg, CA 94565

Jessica Natal – Office manager and Event Coordinator
(925) 439-9361 • Fax (925) 439-2068 • cell (925) 276-0960

www.cpcpittsburg.org • cpcpittsburg@sbcglobal.net

Application for Facilities Use

A deposit of \$250.00 is required to hold the date.
Please read cancellation policy and \$1,500 Security Deposit Forfeiture.

Name of organization/individual _____

Address _____ City/Zip _____

Home Phone _____ Cell Phone _____ E-Mail _____

Date of event _____ Time: from _____ to _____

***Event must be over (music stops) at 10:30 P.M. NO EXCEPTIONS.
Renter & Guests to be off the property by 11:30 PM.**

Purpose of event _____

Number of people attending _____

Will you be using the kitchen facilities? YES _____ NO _____ If yes, please indicate what you will use.
____oven _____sinks _____refrigerator _____freezer _____microwaves

FEE: \$50.00 charge for use of equipment

Will alcohol be served? YES _____ NO _____ (**ONLY BEER, WINE AND CHAMPAGNE ARE PERMITTED**)

WHEN ALCOHOL IS SERVED, THREE (3) SECURITY GUARDS MUST BE HIRED AND PAID FOR BY THE RENTER. See page 4 for more information.

ALL RENTERS MUST PROVIDE an Insurance Liability Certificate verifying a \$1 million policy (standard). Proof must be provided two (2) weeks before the event. (Fax or email to Event Coordinator)

I hereby state that I have read and understand the "USE OF FACILITIES POLICY STATEMENT," "FEE SCHEDULE" AND "ADDENDUM A" and I agree to abide by them. I accept responsibility for informing my group about the conditions and regulation pertaining to the use of the facilities and for enforcing those conditions and regulations. I understand that if any damage occurs during the time which I am using the facility I will be financially responsible. I understand that if alcohol is served I am responsible for the additional cost of security guards. I understand that NO SMOKING is allowed inside any of the buildings.

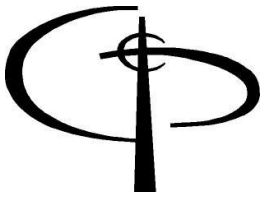
If you have a security deposit, it may be returned within 7- 14 business days after the event upon evaluation from janitor & event coordinator. PLEASE READ YOUR DEPOSIT RETURN POLICY.

_____ **initial**

SIGNED _____ DATE _____

I have read the policies and regulations and agree with the amount for rental of the following room/s.

____Chapel ____Stoneman Room ____Social Hall ____Kitchen ____Classroom



QUOTE ONLY *renter must initial to accept quote for contract.*

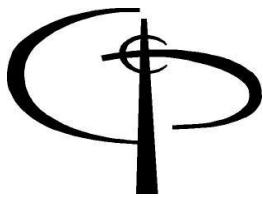
Type of event	
Today's Date	
Name of Renter	
Security Deposit	
Cleaning fee	
Liability insurance	
Security Guards Fee (based on # of Hours)	
Rental Fee (based on # of Hours)	
Total:	
CPC Rep Initials:	Renter initials:

FOR OFFICE USE ONLY

RENTER'S PAYMENT HISTORY

PAYMENT	AMOUNT	DATE REC'D.	CASH	CHECK #	OTHER

TOTAL DUE	TOTAL REC'D.	DEPOSIT RETURNED	CONDITION OF HALL



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Rental Rates

*The Community Presbyterian Church thanks you for considering our facilities for your event. Below you will find the list of rates for providing these services. **Please take special note that:** The full hourly rate applies to partial hours. Fees are subject to change without prior notice. All fees must be paid two (2) weeks prior to the date of your event.*

RECEPTION – ANY PARTY OVER 50 PEOPLE SERVING ALCOHOL	
SIX HOURS OF RENTAL – all parties must end at 10:30pm	\$850.00
Cleaning Fee (non-refundable, non-negotiable)	\$400.00
Security deposit (may be returned if no other charges are incurred)	\$1,500.00
Security Guard Fee (based on 6 hours 5:00pm – 11:00pm)	\$485.00
TOTAL DUE	\$3,235.00
Total after security deposit is returned	\$1,735.00

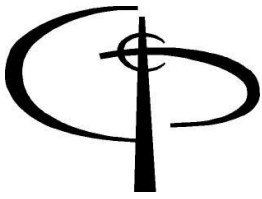
Other Fees:	
SET UP DAY OF RENTAL	\$50.00
SET UP A DAY BEFORE RENTAL such as practice (pays for heat/AC/lights)	\$100.00
Each additional hour	\$100.00

DEPOSITS AND PROOF OF LIABILITY INSURANCE MUST BE SUBMITTED 14 DAYS BEFORE DAY OF EVENT OR NO KEYS WILL BE PROVIDED.
Any payments made during the 3 weeks prior to your event must be Cash, Cashier's Check or Money Order. No personal checks will be accepted the week prior to event. Any returned checks will be charged an additional \$25.

SMALLER MEETINGS – LUNCHEONS – MEMORIALS (NO ALCOHOL)	
Hourly rate up to 50 people	\$75.00
Security Deposit (refundable) – for damage, over hours	\$200.00
Cleaning FEE (non-refundable)	\$150.00
Hourly rate 51-99 people	\$100.00
Security Deposit (refundable) – for damage, over hours	\$200.00
Cleaning FEE (non-refundable)	\$150.00
Hourly rate over 100 people	\$150.00
Security Deposit (refundable) – for damage, over hours	\$500.00
Cleaning FEE (non-refundable)	\$400.00

Active CPC & FCCA Church Members rate: \$100.00
If you are on the contract for the renter and rent to your family member not active in the church, the active church Member must be present from start to finish at the event.

FRIENDS OF CPC or FCCA to be determined by Session.
For all other events and use please call Event Coordinator.
Weddings in the Camp Stoneman Chapel also go through Lisa Hansen – Wedding Coordinator.



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Private Party Rate Sheet:

Our rates are per hour, per guard – we utilize (3) guards for all special events.

We have found this practice increases the probability that all events are conducted orderly and that the facility is returned in the same condition as when it was rented.

GUARD RATE: \$27.00 PER HOUR, PER GUARD

***Example:** Event hours from 5:00 pm – 11:00 pm, for a total of 6 hours.
Total Security event charge for (3) security guards would be **\$485.00**.

Payment is required a minimum of 2 weeks (14 days) prior to event.

Our guards will notify the Police Department if event participants fail to comply with any directives given by Security. If an event begins to get uncontrollable by Security (fight, excessive alcohol or intoxicated subjects), Police Department will be notified immediately and the request for the event to be terminated will be made to the responding Police Department.



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USE OF FACILITIES POLICY STATEMENT

RENTAL DEPOSIT FORFEITURES

Portions of the rental deposit may be forfeited due to greater than normal wear and tear, damage, debris or staying past the allowed time. **If there is evidence that hard liquor was present at any rental of church property, the \$1,500 security deposit will be forfeited.** Whenever possible, an assessment of the possible infractions will be conducted immediately after the event. The decisions of the Community Presbyterian Church (CPC) representative and/or custodian are final.

DEBRIS/GARBAGE

1. All events are to be contained within the rental property building. Any debris/garbage found on the grounds or adjacent properties outside the rental property building will be found in violation of the rental agreement and subject to a forfeiture of part of the deposit. The amount forfeited will be no less than \$100.00 and will be based on the actual clean-up cost.
2. Any garbage left around the dumpster, or excessive usage of the dumpster will be subject to a forfeiture of no less than \$100 of the security deposit, and will be based upon the actual clean-up cost.
3. The church provides two recycling containers. Please place all bottles and cans into these containers.

EXCESSIVE USAGE

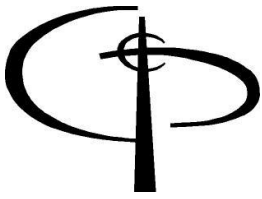
Rental Events must be over no later than 10:30 PM. There is a one-hour clean up time allowed at the end of the event, and everyone must be out of the hall and parking lot by 11:30 PM. There will be a \$100 fine for each half-hour of overtime. The building must be closed and secured, and the key returned through the mail slot in the office door by 11:30 PM.

Any doors or windows left unlocked at the end of your event will be subject to a forfeiture of \$100 for each door or window left open.

Any event supplies or other items left by renters after the rental period will be subject to a forfeiture of no less than \$100 and will be based upon clean up or disposal costs. If a rental company needs to pick up any items at a later time, this must be prearranged with the Event Coordinator.

RENTAL PROPERTY DAMAGE

1. Damage to ceilings, walls, doors, restroom fixtures, windows and window coverings, that has been caused by improper use, or by careless placement or removal of decorations will be subject to a forfeiture of no less than \$100 of the security deposit.
2. Failing to remove decorations, the use of staples or nails or push pin/thumb tacks, deliberate acts of breakage, etc., will be subject to a forfeiture of no less than \$100 and will be based upon the actual cost of the repairs and/or the amount it takes to repair or remove. This includes, but is not limited to, holes, tears, stains, spilled or sprayed food and drinks, and graffiti.
3. Damage to tables and chairs will be subject to a forfeiture of no less than \$100 and will be based upon the cost of repair or replacement.



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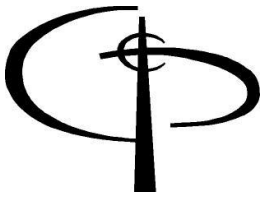
- a. Tables and chairs must be cleaned off and must remain out. Our janitors will put the tables and chairs away at the end of the event.
- 4. Damage to landscaping on rental property grounds will be subject to a forfeiture of no less than \$100 and will be based upon the repair cost.

MISCELLANEOUS

- A. Rental groups using any areas of the property that are not part of their rental agreement (classrooms, hallways, sanctuary, etc.) will be subject to a forfeiture of no less than \$100.
- B. Key must be placed through the mail slot in the office door immediately following the event. Your deposit will not be reimbursed until the keys have been returned to the church. Keys not returned immediately following the event will be subject to a forfeiture of no less than \$100. After the first full day following the event, the renter will be subject to a forfeiture of \$100 per day until keys are returned or four days have elapsed. If not returned within four days all of the deposit will be forfeited.
- C. Only approved Security Guard companies may be used. Family members or friends of the Renter are not allowed to provide such services.
- D. If there is evidence that hard liquor was present at any rental of church property, the \$1,500 security deposit will be forfeited.
- E. You must provide your own paper towels, dishtowels, and garbage bags for the kitchen. Community Presbyterian Church will determine the fees to be deducted from the deposit based on repair, replacement, extra rental or cleanup costs.

Renter _____ Date _____

CPC Representative _____ Date _____



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DECLARACIÓN DE USO PARA EVENTOS

PÉRDIDAS DE DEPÓSITO DE ALQUILAR

Partes del depósito de alquiler pueden perderá debido al mayor desgaste normal, daños, suciedad o quedarse pasado el período de tiempo permitido. **Si hay pruebas de que licor fuerte estuvo presente en cualquier alquiler de la iglesia, el depósito de seguridad 1,500 dólares será perdido.** Siempre que sea posible, se realizará una evaluación de las posibles infracciones inmediatamente después del evento. Las decisiones del representante de la Iglesia Comunidad Presbiteriana (CPC) o Custodio son definitivas.

ESCOMBROS Y BASURA

1. Todos los eventos deben ser contenidas dentro del edificio de propiedad de alquiler. Cualquier basura y los desechos se encuentran en los terrenos o propiedades adyacentes fuera del edificio de propiedad de alquiler se encuentran en violación del contrato y sujeto a una confiscación de parte del depósito. El importe retenido será no menos de \$100.00 y se basará en el costo real de la limpieza.
2. Cualquier basura dejada alrededor del basurero, o uso excesivo de la recolección estarán sujetos a una confiscación de no menos de \$100.00 dólares de depósito de garantía y se basarán en el costo real de la limpieza.
3. La Iglesia ofrece dos contenedores de reciclaje. Por favor colocar todas las botellas y latas en estos contenedores.

USO EXCESIVO

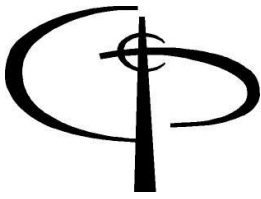
Eventos deben terminar no más tardar a las 10:30 PM. Tienen permitida una hora para limpiar al final del evento, y todos deben salir de la sala y estacionamiento por 11:30 PM. Habrá un \$100.00 fina para cada media hora extra. El edificio debe ser cerrado y asegurado, y devuelve las llaves a través de la ranura de correo en la puerta de la Oficina a las 11:30 PM.

Si dejan las puertas o ventanas abierta al final de su evento estarán sujetos a una pérdida de \$100 por cada puerta o ventana dejada abierta.

Cualquier evento suministros o otros elementos dejados por los inquilinos tras el periodo de alquiler estará sujetos a una confiscación de no menos de \$100.00 dólares y se basarán en limpiar o los gastos de eliminación. Si necesita una empresa de alquiler para recoger los elementos en un momento posterior, esto debe prearranged con el Coordinador del evento.

DAÑOS A LA PROPIEDAD

1. Daños a techos, paredes, puertas, accesorios de baño, ventanas y cubiertas de ventana, que ha sido provocado por uso indebido, o por descuido colocación o desmontaje de decoraciones estarán sujetos a una confiscación de no menos de \$100 dólares de depósito de garantía.
2. Falta de no quitar la decoración, el uso de grapas o clavos, (uñas) o tachuelas, deliberados actos de rotura, etc., estará sujeto a una confiscación de no menos de \$100 dólares y se basarán en el costo real de las reparaciones y/o la cantidad de tiempo que se necesita para reparar o eliminar. Esto incluye, pero no se limita a orificios, lágrimas, manchas, derramado o con spray de alimentos y bebidas y graffiti.



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3. Daños a mesas y sillas estarán sujetos a una confiscación de no menos de \$100 dólares y se basarán en el costo de reparación o reemplazo.
 a. Mesas y sillas deberán limpiarse fuera y deben permanecer fuera. Nuestros conserjes pondrá las mesas y sillas, en el final del evento.

4. Daños en paisajismo en propiedad de alquiler terrenos estarán sujetos a una confiscación de no menos de \$100 dólares y se basarán en el costo de reparación.

VARIOS

A. Grupos de de alquiler con las áreas de la propiedad que no forman parte de su alquiler acuerdo (aulas, pasillos, santuario, etc.) estarán sujetos a una confiscación de no menos de \$100.

B. Llaves deben colocarse a través de la ranura de correo en la puerta de la Oficina inmediatamente después del evento. No se reembolsará su depósito hasta que las llaves se han devuelto a la iglesia. Las llaves no devueltos inmediatamente después del evento estarán sujetos a una confiscación de no menos de \$100 dólares. Después del primer día completo después del evento, el arrendatario estará sujeta a una pérdida de \$100 por día hasta que se devuelven las llaves o han transcurrido cuatro días. Si no ha devuelto dentro de cuatro días, que se perderá todo el depósito.

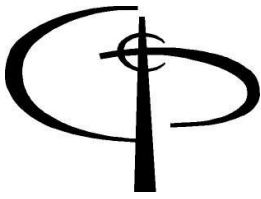
C. Solo las compañías de Guarda de seguridad aprobadas por la iglesia pueden ser usadas. Miembros de familia o amigos del alquilador no les permiten proporcionar tales servicios.

D. Si hay pruebas de que licor fuerte estuvo presente en cualquier alquiler de la iglesia, el depósito de seguridad 1,500 dólares será perdido.

E. Debe proporcionar sus propias bolsas de basura, toallas de papel y listos para la cocina. La Iglesia Comunidad Presbiteriana determinará las tarifas que debe deducirse del depósito basado en la reparación, sustitución, alquiler adicional o los costos de limpieza.

Alquilador _____ Fecha _____

CPC Representante _____ Fecha _____



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Contract for Facilities Use

Addendum A

Added on May 1, 2012, voted unanimously by the
Session Elders of the Community Presbyterian Church

If any alcohol other than beer, wine or champagne is consumed at any event on the Community Presbyterian Church grounds, it will result in an immediate forfeiture of the renters ENTIRE deposit,
no exceptions.

I have read this addendum to my contract and understand the consequences if hard liquor (tequila, vodka, gin, bourbon, etc.) is consumed by anyone at my event.

Si se consume cualquier alcohol además de cerveza, vino o Champaña en cualquier evento en los terrenos de la Iglesia Presbiteriana de la comunidad, resultará en una pérdida inmediata de su depósito, sin excepciones.

He leído esta adición a mi contrato y entiendo las consecuencias si se consume licor fuerte (tequila, vodka, Borbón, etc.) por cualquier persona en mi evento.

Signature of Renter _____ Date _____