

**APPLICATION FOR RENTAL USE /CHRISTIAN COMMUNITY CENTER**

**408 E. Gordy Road  
P.O. Box 986  
Salisbury, MD 21803  
410-749-1719 Fax 410-546-5325**

**Name of User :** \_\_\_\_\_  
\_\_\_\_\_

**Phone :** \_\_\_\_\_ **Home** \_\_\_\_\_ **Work** \_\_\_\_\_ **Cell** \_\_\_\_\_

**Church Affiliation:** \_\_\_\_\_

**Date of Use:** \_\_\_\_\_ **Ticketed Event:** \_\_\_\_\_

**Time:** \_\_\_\_\_ **Actual Event** \_\_\_\_\_ **Hours to Set-up/Decorate**  
\_\_\_\_\_ **Hours to Clean-up/Tear Down** \_\_\_\_\_ **Other** \_\_\_\_\_

**Rooms to be Used:** **Gym** \_\_\_\_\_ **Banquet** \_\_\_\_\_ **Breakout** \_\_\_\_\_  
**Full Kitchen** \_\_\_\_\_ **Incidental Kitchen** \_\_\_\_\_

**Purpose of use:** \_\_\_\_\_  
\_\_\_\_\_

**Set up as follows:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I/we (user) hereby take responsibility for any damage of property while in use by us during this time. I/we understand this facility is used for Christian activities only and have read and agreed with the guidelines attached. I/we understand that the fee for the rental use shall be \$\_\_\_\_\_ a kitchen fee of \$\_\_\_\_\_ for a total of \$\_\_\_\_\_. An initial 50% deposit is required to hold requested date with the balance due two (2) weeks prior to event.**

**Signature of User:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Christian Community Center

## USE AND RENTAL GUIDELINES

### 1. RESERVATION POLICY

- a.) An application must be completed and signed.
- b.) A one-half (½) half-rental deposit is due with completed application. The balance is due *one month* prior to the event or the event will be canceled. *There will be a \$35.00 service charge for any returned check.*
- c.) In the event of cancellation less than 1 week prior to the event, the one half-rental deposit will be forfeited.
- d.) A Certificate of Liability Insurance naming the Christian Community Center and Delmarva Evangelistic Church as additional insured in the amount of \$1,000,000 must be furnished one month prior to the event for all Auditorium/Gymnasium rentals. (The Banquet Room is excluded from this requirement). The Certificate should read as follows:  
*Additional Insured  
Christian Community Center and Delmarva Evangelistic Church, Inc., ATIMA  
P.O. Box 986  
Salisbury, MD 21803-0986*
- e.) Users are reminded that the Christian Community Center is a Christian facility and that *NO drinking, dancing, smoking, profanity, music or other activity not expressing Christian standards will be allowed.*
- f.) No items, which are the property of the Christian Community Center, are to be moved or rearranged without proper permission. No decorations are to be hung from the ceiling or chandeliers and or taped or nailed to the walls or tables. If your decorations are questionable by any means, do not use them without proper permission.

Quoted \_\_\_\_\_ Confirmation \_\_\_\_\_ Payment \_\_\_\_\_ / \_\_\_\_\_

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