



CenterPoint

FACILITY RENTAL FORM

Payment for facility use is to be given to the church office upon booking.

Checks are to be payable to "CenterPoint"

Name of Person/ Group Booking Event: _____

Name of Contact person (if different from above) _____

Phone Number of Contact Person _____

Type of function: _____ E-Mail: _____

Date(s) Requested: _____

Time(s) Requested: (set-up and clean-up times must be included in the hours)

From _____ am _____ pm To _____ am _____ pm Event start time: _____

Rehearsal time required? Yes Date and time: _____ No

Facility or service	Rental Fee	Totals
Logistics: Required Staff Member onsite	\$ 25.00 hr.	\$ _____
Damage/Cleaning Deposit (please provide separate check)	\$ 100.00	\$ _____
Facilities Requested: The Shop		
_____ Gathering Place (Downstairs) <i>(min. 2 hrs.) (Weddings - include a Rehearsal date/time)</i>	\$ 50.00 hr	\$ _____
_____ Kitchen	\$ 30.00 hr.	\$ _____
_____ Upstairs View Room	\$ 25.00 hr.	\$ _____
_____ MPV Conference Room (upstairs)	\$ 20.00 hr.	\$ _____
_____ Fire Pit	\$ 15.00 hr.	\$ _____
_____ BBQ (must be cleaned after each use)	\$ 10.00 hr.	\$ _____

Furniture/Kitchen Requirements

(Please indicate Number Required)

_____ Tables-Round
_____ Chairs
_____ Tablecloths
_____ Coffeepots__ 40 cups __ 12 cups (4)
_____ Refrigerator
_____ Dishes & cutlery

Equipment Requirements:

_____ Media & lights
_____ TV
_____ Portable Mic/Speaker
_____ Additional Microphones
_____ Keyboard

Rental Policies and Rates

1. Please include a cell number and email so confirmation can be sent to you. (there is a space on the front of this form for your cell number and email)
2. This church property is **smoke and alcohol free.** _____ (initial here)
3. Confetti or rice is not to be used within the church facility or on the church property.
4. Any damage to equipment or facilities, other than from normal use, shall be the responsibility of those renting the facility. Equipment is to not leave the premises. All fees for rental of facilities and equipment are payable to CenterPoint and delivered to the secretary upon booking. A damage deposit of \$100.00 is required. Damage deposit will be returned to renter if facilities are left in satisfactory condition (determined by the staff).
5. Indemnification: It is an express term of this agreement that the renter indemnifies the Church for any costs or damages of any kind incurred by the Church, as a result of the rental of the facility by the renter.
6. CenterPoint reserves the right to refuse goods, services, or property rental for any reason.
7. All bookings and arrangements must be made through the Church secretary at least two weeks prior to the event.

8. Bookings and arrangements in unusual circumstances may be directed to the Church staff for approval.
9. Cancellation: A full refund will be given if cancellation notice has been given 3 days prior to the event. Anything less than days notice, one-half of the payment will be refunded.
10. Discounts: A reduction in the fees might be available to CenterPoint Members, Regular Attendees, and Ministry Leaders as approved by the Board of Elders a maximum of one time per year.
11. In the case of a church member arranging for use of the Church facilities on behalf of a non-Church group not associated with or sponsored by the Church, the permission of the Pastor and the Board of Elders is required and all provisions of these regulations will apply.
12. The facilities primary purpose is for CenterPoint's functions. There might be other events happening on the property at the same time as your event (i.e. maintenance, other events that are going on off campus, CenterPoint Institute might have a class in the MPV room, etc...) so just take note there might be people using the restrooms, other vehicles in the parking areas, and people might be using other spaces in the building.

Rental Agreement

Signatures on this form indicate the agreement of the renter to the terms and conditions, and the approval of the rental application by CenterPoint.

Facility Rental to be paid in full along with this form: \$_____

Renters Name: _____

Signature: _____

Date: _____

Approval from: _____ Date: _____

CONTACT INFO:

PHYSICAL ADDRESS:

CENTERPOINT
351 MADISON AVE. SO.
EATONVILLE, WA 98328

MAILING ADDRESS:

CENTERPOINT
P.O. BOX 900
EATONVILLE, WA 98328

Pastor Jonathan Cross – Cell: 253-312-8560
Pastor Jennie Cross – Cell: 253-273-3499
Lorie Thwing (Tech) – Cell: 253-576-2264
Maintenance Volunteer: Steve Hallberg – Cell: 360-303-7038