



Wayman Chapel A.M.E. Zion Church

1923 Osborne Rd — Hamlet, North Carolina 28385

Tel 910-817-6136 • www.waymanchapel.org

Rev G. Rebecca Warren, Pastor

Facility Usage Form / Contract

Date: _____

Contact Person: _____

Address: _____

Email: _____

City/State: _____ Zip Code: _____

Phone: _____

Person Responsible for Payment: _____ Phone: _____

Date(s) Requested: _____ Number of People Expected: _____

Room(s) Requested: _____ Times (set-up & clean-up): _____

Purpose (Use of Facility): _____

Security Deposit	\$200.00 (Non-Refundable)
Rental Cost	\$600.00 / 10 hrs (includes setup & breakdown)
Damage Deposit	\$50.00
Overage (<i>beyond contracted time</i>)	\$50.00 / additional hr
Total Cost	

**NO SMOKING • NO ALCOHOLIC BEVERAGES • NO FIREARMS • NO ILLEGAL SUBSTANCE OF ANY KIND
ALLOWED ON PREMISES**

Nothing is allowed to be attached to the walls (no staples, nails, tacks, tape, or other adhesive materials).
Cash, Check, or Money Order accepted.

Office Use Only

Name (Company or Person Responsible): _____

Payment Agreement Signed: _____ Date: _____

Deposit Received — Date: _____ Amount: _____ Check #: _____

Final Payment — Date: _____ Amount: _____ Check #: _____

Date Approved: _____ Approved By: _____

Please Read and Understand the Following Items

- 1.** The facility will be opened for your use at the time you have designated. If you exceed the time of your contract, you will be charged \$50 per hour. It is your responsibility to complete a chart of instructions for set-up in whatever fashion you desire. You may use the long banquet tables, round tables, and chairs at no charge. There is a podium available. One microphone is provided. Other equipment is available at additional cost. You are responsible for any damage caused by inappropriate or extraordinary use of any equipment.
- 2.** You are required to put all equipment back in the same position and condition you found it.
- 3.** You are responsible for the security of the Facility during your rental time.
- 4.** You are not permitted to provide access to any other persons other than those of your group, for any purposes other than those you have identified in your request.
- 5.** You are restricted to the areas that are expressed in your Rental Request (see page 1, space rental request).
- 6.** You are not permitted to allow consumption of any alcoholic beverage or the use of any type of illegal drugs by anyone within the Facility or on the Facility Property.
- 7.** There is no smoking in or outside the facility.
- 8.** Use of the facility includes the Parking Area. It is your responsibility to ensure that property in the parking lot is secure, and that the peace and comfort of the surrounding residential community is respected.
- 9.** You are expected to remove all equipment and decorations within the time of your rental period. If you fail to clean the center by the time your period is terminated, you will forfeit your cleaning deposit. Cleaning should include clearing tables and other equipment used, and picking up and bagging all trash. With use of the kitchen, you are responsible for cleaning the kitchen, utensils, pots, pans, stove, ovens, counters, and floors, leaving it in the condition you found it in.
- 10.** Building telephone is available for persons needing to call for pick-up or an emergency.
- 11.** Faith Center staff are not responsible for emergencies with automobiles — jump-starts, tire changes, etc.

Basic Rental — Business / Private Use

Auditorium, Classrooms with Kitchen — **\$600.00** for Auditorium, Classrooms, and Kitchen (total 10 hours including setup and breakdown). **Additional time beyond the 10 hours is \$50.00 per hour.** Due to Fire Codes, only 4 vendor tables are allowed.

\$50.00 damage deposit, all rental money, and a signed Contract secures the rental. Deposit of \$200 is non-refundable and must be paid at signing of contract; the balance is due 2 weeks prior to the event. Cash, Check, or Money Order is accepted. Proof of Liability Insurance is required 10 days prior to the event. Event Insurance is available online at EventSured — **www.eventsured.com**, Ph: 888-882-5902 (see waiver handout).

The cleaning deposit will be returned to you by mail within 10 working days. Payment will be required for use of the facility for all hours beyond what is specified on the Rental Request. Additional fees (\$50.00 per hour) will be added for additional hours, damages, or drugs or alcohol found on the premises.

I have read all the above and agree to abide by the terms of this agreement. This contract confirms my reservation and guarantees me access to the areas designated and use of the equipment identified on the Rental Request.

Signature: _____

Date: _____

WC AMEZ Representative Signature: _____

Date: _____



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Facility Usage Waiver

Date: _____

Name of Event: _____

Responsible Person (please print): _____

I elect to voluntarily participate in this event and knowingly and intentionally assume the risk of any and all injuries or harm for all participants (and their property) in attendance that they may sustain in connection with this activity.

I release Wayman Chapel A.M.E. Zion Church, Wayman Chapel Faith Center, and any associated entities from all claims or causes of action of every kind, known or unknown, arising out of or in any way connected with the above-referenced activity.

Photographs may be taken of this event and used for promotional purposes by Wayman Chapel A.M.E. Zion Church and associated entities. By participating in this activity, I acknowledge and agree that such photography may be taken and used for these purposes.

Signature: _____