

THE EMPOWERMENT CENTER

Lorene Allen, Rental Coordinator
919-691-5578

Facility Address

216 Martin Luther King Blvd
OXFORD, NC 27565



Mailing Address

P.O. BOX 1775
OXFORD, NC 27565

Facility Use Application: Rules & Regulations

Rental fees for use of The Empowerment Center are **\$150 for a five (5) hour rental period**. Additional rental hours can be secured at a rate of \$50 per hour. In addition to the rental fee, a \$75 deposit is required and *****your requested date is not secure until the rental deposit (\$75) is paid in full.***** Please note, **rental fees** are due **NO LATER than 30 DAYS** prior to the scheduled event date. Deposit and rental fee will be forfeited if cancellations are not made thirty (30) days prior to the scheduled event. **Also, rental fees include set-up and clean up time (5 hours total).**

Cleaning of property (checklist is attached) is the responsibility of the rental group. **Deposit of \$75.00** is paid at the time of reservation and is refundable (by the Friday following the event) if the facility and equipment are left in satisfactory conditions as determined by Empowerment Ministries. Users are responsible for any and all damages to property or the loss of property, plus any additional overhead charge.

The user is totally responsible for any accidents, injuries or damage generated as a result of use of the facility. The user insurance shall be the primary and Empowerment Ministries shall not be contributory.

Users are prohibited at all times, in all areas (inside or outside) of the facility from serving, consumption possession, use, abuse, manufacture, distribution, theft, purchase, sale or dispensation of illegal drugs, drug paraphernalia, controlled substances or alcohol. Serving and/or consumption of alcohol is prohibited at all times in all areas (inside or outside) of the facility. All of the aforementioned are NOT allowed in any fashion or at any time on the premises of The Empowerment Center. Failure to adhere will result in rental deposit being retained and/or penalties and fines imposed by law enforcement.

Smoking is prohibited in all areas of the facility.

Inspection and permits by the fire department to assure compliance with public assembly regulations may be required at the user's expense. User representative must be present during inspections. Persons will not be permitted inside facility in excess of the established capacity of the facility.

No use shall be granted for the sole benefit of any person or organizations.

Reservations may be revoked at any time when there has been a violation of approved rules and regulations, any function can be discontinued by Empowerment Ministries if it is determined to be a hazard to personal or facility safety.

Empowerment Ministries shall have the right to control and operate the public portions of the facilities, the heating and air conditioning and common use area in a manner deemed best for Empowerment Ministries.

A post rental inspection will be performed by Empowerment Ministries the first working day after the event. All damages will be recorded and a copy will be forwarded to User and Empowerment Ministries. Rental deposit will be held until damages are repaired. Those receiving deposit refunds can expect them to be mailed the Friday following the event.

Decorations require prior approval; no signs or decorations will be taped, nailed or otherwise attached to the walls, windows, ceilings or drapes without approval. **No rice, bird seed, confetti, glitter, sparkles, crystals or other similar items will be allowed to be thrown in or around the facility (no open flames or candles will be allowed) unless prior approved. Use of ANY of the aforementioned, will result in rental deposit being retained.**

Nothing shall be taped, tacked or nailed to the walls due to the possibility of paint being peeled off when removed. No signs, placards, pictures, advertisements, names or notices shall be inscribed, displayed, printed or affixed on any part of the outside of the facility. Signing can be arranged when final rental is confirmed.

Under **no circumstances** should the large garbage dumpster be used. It is NOT the property of TEC.

The Empowerment Center Facility Use Application: User Information

Name: _____

Mailing Address: _____

Telephone #: _____ E-mail Address: _____

Type of Event: _____ Date of Event: _____

Time of event: (Begin) _____ (End) _____

I have read and fully understand all information in this Facility Use Application as it pertains to the rules, regulations, rental fees and cleaning procedures of Empowerment Ministries Multi-purpose Center and hereby comply fully with them. It is further understood and accepted that **Empowerment Ministries WILL NOT** be held liable for any accidents or injuries occurring to persons in attendance at this event. In the event of any damage to the facility or Empowerment Ministries equipment during usage or failure to restore the facility to satisfactory conditions following usage, the undersigned agrees to defray the cost for such damage as determined by Empowerment Ministries Management. **Rental fees are due no later than 30 days prior to your event. Deposit and rental fee will be forfeited if cancellation is not made thirty (30) days prior to the scheduled event date. There will be a charge of \$25.00 for all returned checks.**

Print: _____

Signature: _____

Date: _____

Please make checks/money orders payable to: **Empowerment Ministries PO Box 1775 Oxford, NC 27565**

FOR OFFICE USE ONLY	
Date Received:	Approved <input type="checkbox"/> Denied <input type="checkbox"/>
Amount Paid:	Signed: _____ Date: _____
\$ _____ Rental Deposit \$ _____ Rental Fee	_____

Cleaning Checklist

This checklist will be completed by an Empowerment Center representative. A copy is being provided to you to assist in cleaning the facility. In order to receive your \$75 deposit refund, all items listed below must be performed.

_____ Floors vacuumed, swept and mopped

_____ Event trash is to be placed in the outside receptacle (NOT the dumpster) next to the building

_____ Kitchen cleaned and appliances wiped and turned off

_____ Lights should be turned off (one safety light in the hallway and one in the large room will remain on)

_____ Tables wiped and free from debris

_____ Tables and chairs replaced as found

_____ Drinks and food removed from facility

_____ Doors secured

_____ Trash and debris picked up from facility grounds and placed in outside trash can

Note: The broom/mop and cleaning supplies are located in the back of the facility near the trash can. The vacuum cleaner is located in the small room in the front of the facility next to the pulpit/podium area.

Date Inspected: _____ Time of Inspection: _____

Inspected by: _____