

Coble House @Alamance Presbyterian Church (APC) Reservations, Guidelines & Responsibilities

Reservations

- Reservations are required for the use of the Coble House and can be made by emailing Coblehouse@alamancechurch.org or by calling 336-697-0488 x 127. A member of the Coble House Team will be in touch to help you make arrangements.
- For a day rental, guests may access the Coble House as early as 7 a.m. and must check out of the facility by midnight.
- For an overnight stay, guests may check-in any time after 12 pm and check out the following day no later than 12 pm.
- Upon request, accommodations may be possible if guests need access to the facility earlier or later than the designated times.
- No reservation fee will be charged for Alamance Presbyterian Church meetings or for church-sponsored activities. The person who schedules the event is responsible for completing the Departure Checklist.
- A \$50 deposit is required at the time of reservation (including personal use by APC members).
- The facility may not be used for any profit-seeking enterprise.

Rental Fees

Full Day rate is \$125 (7 am-12 am) + \$50 cleaning fee

Overnight rate is \$125 + \$100 cleaning fee (Coble House can accommodate up to 6 overnight guests.)

Guidelines and Responsibilities

- Those using this facility agree to release, protect, indemnify and hold harmless Alamance Presbyterian Church and its trustees, officers, employees, members, and other representatives from and against any and all claims, liabilities, losses, damages, actions, costs, and expenses directly or indirectly arising out of their use of this facility.
- In the event of damage to this facility, those using the facility shall accept the amount of

repair and replacement costs estimated by the church and shall pay the church for such repair upon demand.

- At no point should more than 60 people be in the facility at one time. There may be no more than 6 guests for an overnight stay.
- Beer/wine may be served at Coble House.
- Smoking and vaping are prohibited on all APC property, both indoors and outdoors.
- Parking must be in designated areas on paved surfaces only.
- Items should not be removed from the facility.
- Departure form must be completed and signed prior to departure for both church-sponsored events and rentals.

Equipment Usage

- Users may not take tables, chairs, or other items from rooms or areas of the facility.
- Use care when handling tables and chairs. Protect tables and countertops from stains. Refrain from standing on, sitting on, or dragging of tables.
- Dishware, linens, and additional kitchen equipment are available. For an overnight stay, 6 sets of sheets and towels are provided. Use of both bottom and top sheets are required.
- Individuals or groups may use the television in the facility.
- Materials may be hung on walls or doors using painter's tape or Command devices only.
- Decorations and props should be removed immediately after the event concludes.
- Lighted candles must be contained in a votive holder, lantern or hurricane globe.
- A deadbolt lock is located on the front door for overnight use. Be aware if the deadbolt is on and exit via the back door, you will be locked out of the facility.