

# Coble Center for Outreach Usage Agreement

Name of User or Group: \_\_\_\_\_

Address/City/State: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

Date and time of use: \_\_\_\_\_

Description of event: \_\_\_\_\_

\$50 is due at time of reservation: \_\_\_\_\_

The named individual/group requests use of the Coble House as indicated above; and has read, fully understands, and agrees to abide by, the guidelines, requirements and responsibilities as stated.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

## **Accepted by Alamance Presbyterian Church:**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

# Cleaning Checklist

- \_\_\_\_\_ Dishes, Pots and Utensils washed.
- \_\_\_\_\_ Sink, sink basket, stove top, and counter tops cleaned.
- \_\_\_\_\_ Tables and chairs cleaned.
- \_\_\_\_\_ Furniture returned to formation.
- \_\_\_\_\_ Decorations and hanging devices removed.
- \_\_\_\_\_ Candles and containers removed.
- \_\_\_\_\_ Potted plants removed.
- \_\_\_\_\_ Sweep floors, damp-mop areas with food/beverage spills.
- \_\_\_\_\_ Garbage placed in dumpster, new liners placed in garbage cans.
- \_\_\_\_\_ Re-set thermostat to 68 ° when the heat is on;  
75 ° when the air-conditioning is on

Equipment Malfunctions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_