

Coble House: a Center for Outreach

Guidelines, Requirements and Responsibilities, Pricing

General:

- **Reservations for the use of Coble House** are required, through the church voicemail (336-697-0488 ext. 140) or by contacting coblehouse@alamancechurch.org.
- No fee shall be charged for church meetings and activities, or for use by church-sponsored groups.
- For personal use by APC members, or by non-church-sponsored groups, **a \$50 fee is required at the time the reservation is made.**
- This facility shall not be used for any profit-seeking enterprise.
- There will be extra charges incurred for additional help with set up and breakdown of furnishings.
- Please do not borrow anything from the facility.
- 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 or repair and replacement costs, all estimated by the church; and shall pay the church for such repair upon demand.
- For children and youth events, the group must have at least two (2) adults present for groups under 20 children; and one (1) additional adult for every five (5) additional children.
- **The use of alcoholic beverages at an event must be approved ahead of time** by the Session of Alamance Presbyterian Church.
- Smoking and vaping are prohibited on all Alamance Presbyterian Church property, both indoors and out.
- Parking must be in designated areas. **No driving or parking is permitted on non-paved surfaces at any time, for any reason.**

Equipment:

- Users may not take tables, chairs, or other items from rooms or areas of the facility.
- Please use care when handling tables and chairs: no standing on, sitting on, or dragging of tables. Protect table tops from stains.
- Coble House dishwasher, linens, and other kitchen equipment may be used for an event.
- Individuals or groups may use the television in the facility.
- No hanging of materials on walls or doors, unless painter's tape or Command hanging devices are used.
- Decorations and props should be removed immediately after an event concludes.
- If using lighted candles, they must be in a container (votive container, lantern, hurricane globe, etc.).
- If heavy potted plants are placed on the floor, suitable protection should be placed under the pot, to protect flooring.

Cleaning:

- Wash used dishes, utensils, pots, etc. in the dishwasher.
- Clean sink, sink baskets, stovetop, and counter tops.
- Return all property to its storage area.
- Clean tables and chairs as needed. Return them to formation as found.
- **Do not leave food in the refrigerator or freezer.**
- Clean refrigerator or freezer as needed.
- Sweep floors, damp-mop any areas that have food or beverage spills. Return broom and rinsed mop to the cleaning closet.
- Take garbage bags to dumpster behind the church. Place new liners in the garbage cans.
- Complete the clean-up checklist. Document any equipment malfunctions. Place completed checklist the the box provided.

Pricing:

- \$125 for a Full Day (7 a.m.-12 a.m.) **PLUS** a \$50 Cleaning Fee
- \$125 for an Overnight Event **PLUS** a \$100 Cleaning Fee

Please contact either coblehouse@alamancechurch.org, or 336-697-0488 ext. 140, to make a reservation. A member of the Coble House Team will get in touch with you to make arrangements.