



Facility Use Deposit Agreement

1. A refundable deposit is required and is due upon application approval and before a key to the facility will be provided. All checks should be made payable to Christ Memorial Presbyterian Church. Please note on the reference line of the check "Building Use."
2. The deposit will be refunded after: (1) the premises have been satisfactorily inspected after use; and (2) the key has been returned. Depending on the date/time of the facility use, the deposit may be mailed within 7-10 days.
3. Refundable deposits and fees are governed by the following policies:
  - 50% of the deposit is retained if doors and windows are not closed
  - 50% of the deposit is retained if the key is not returned the next business day (unless other arrangements are made prior to the event)
  - 50% of the deposit is retained if it is determined that the facility was not cleaned as stated in the facility use agreement
  - 100% of the deposit is retained for any two or more of above conditions
  - 100% of the deposit is retained if the church facility and/or assigned and specific areas are not used for the purpose intended in accordance with the signed facility use agreement

Recipient's name	Phone
Recipient's signature	Address for returned deposit
Date of rental	Purpose of rental

-----For Office Use Only-----

Deposit Check #	Deposited	Refunded or Retained	Date Returned