

2022 GUIDELINES AND POLICIES FOR FACILITY RENTALS

1. **RESERVATIONS** must be made in advance. No group or individuals will be allowed to use the conference facilities without first consulting with the conference office. Reservations are complete when a date is settled upon, Facility Contract has been signed and deposit has been submitted.
2. **CHECK-IN** is at 4:00 PM on the date of arrival and **check-out** is at 12:00 PM.
3. **CLEANING** after the event is the responsibility of the department, group, church or individual using the facilities. If facilities are not left clean the following additional charges will be made:
 - a. Guest Quarters: See Guest Quarters guidelines.
(Charges will be made accordingly for any rooms left excessively dirty.)
 - b. Cafeteria/Training Center and Restrooms: \$50.00
 - c. Cabins: \$15.00 per 1/2 cabin or \$30.00 for full cabin
 - d. Auditorium and Restrooms: \$150.00
4. **KEYS** must be turned in at the office or placed in the drop off box provided. A \$10.00 charge will be made for each key not returned.
5. **CONTRACTS & POLICIES:** All departments, churches, groups or individuals will be required to abide by the policies set up by the conference for use of the facilities (copy attached). Churches, groups, or individuals will be required to sign a contract which will include these policies and the charges for the facilities you plan to use.
6. **LINENS AND TOWELS** are furnished in the Guest Quarters only. Toiletries are not furnished in any building. Personal linens are PROHIBITED in the Guest Quarters. Do not remove linens from this building for use in other buildings. If linens have been damaged beyond further use, charges will be made accordingly.
7. **TELEPHONES:** It is recommended that all groups have a cellular phone for use. Office phones are not available for use.
8. **ANY DAMAGE** to Cornerstone Conference property and facilities will result in your deposit not being fully credited to the balance of your account and as a result further charges may be applied.
9. **CANCELLATION** must be made prior to 60 days of the event for a full refund, 45 days for a 50% refund and no refund will be given at less than 45 day notice and the full amount of the contract will be due.
10. **TERMS & AGREEMENT:** *By signing this contract, you and your group agree to hold harmless, indemnify and defend Cornerstone Conference (including our agents, employees and representatives) from any and all liability for injury or damage including, but not limited to, bodily injury, personal injury, emotional injury, or property damage which may result from any person using the Cornerstone Conference property, equipment, entrances and exits and surrounding areas regardless. (Proof of Insurance including listing Cornerstone Conference, as an insured on your policy is required to complete each Facility Rental Contract.)*

GUEST QUARTERS (Motel-style Building)

1. No smoking will be allowed in any building.
2. No alcoholic beverages will be allowed on the premise.
3. A maximum of 4 people will be allowed to stay in each room. (There must be at least one adult in each room.)
4. No pets will be allowed in any building.
5. Do not move furniture around in the rooms.
6. The lobby of the Guest Quarters is not to be used for serving food.
7. Linens and towels are provided for the Guest Quarters.
8. Toiletries are not provided for the Guest Quarters.
9. You are responsible for any damages done to the rooms or building while occupying it.
10. All rooms should be left as follows when you check out.
 - a. Used sheets and pillow cases are to be removed from the beds and placed in the bathroom floor along with used towels. Please leave the blanket on the bed.
 - b. Trash cans must be emptied in the large trash can located in the utility room at the center of the building.
 - c. Large trash can must be emptied in trash dumpster before checking out.
11. Lobby area should be left as follows:
 - a. All trash, drink cans, etc. must be taken to dumpster.
 - b. Chairs, tables and furniture should be left as you found them.
12. Kitchen must be left clean.
 - a. Dishes must be washed and put away.
 - b. Trash must be taken to the dumpster.
 - c. Floors must be swept.
 - d. Do not leave any food behind.
13. Groups renting the facilities over a period of several days will be responsible for any vacuuming or cleaning that needs to be done on a daily basis.
14. Make sure all lights, heat and air conditioners are turned off before checking out. (Each room is equipped with individual units.)
15. Keys must be turned in to the office or placed in the drop off box located at the side entrance of the main building when checking out. (A \$10.00 charge will be made for any key not returned at time of checkout.)
16. Report any repairs or problems to office or person in charge.

AUDITORIUM

1. No one other than hired personnel or those given permission may operate the sound booth.
2. No smoking or alcoholic beverages are allowed in any area on the premises.
3. No food or drinks are allowed in the auditorium building.
4. Rental group is responsible for any damages incurred while renting.
5. Auditorium must be left clean.
6. Make sure that all lights and equipment are turned off before checking out.
7. Keys must be turned in to designated person when checking out. (A \$10.00 charge will be made for any key not returned at the time of checkout.)
8. Report any repairs or problems to office or person in charge.

CAFETERIA/TRAINING CENTER AND SNACK BAR

1. No one under 16 years of age will be allowed in the kitchen or snack bar cooking area.
2. No smoking will be allowed in any building.
3. No alcoholic beverages will be allowed on the premise.
4. No pets will be allowed in any building.
5. Each group is responsible for any damages done to the facility while occupying it.
6. The building must be left clean when you check out.
 - a. All appliances must be cleaned.
 - b. Deep fryers must be emptied of grease and cleaned.
 - c. All dishes and utensils must be washed and put in proper place.
 - d. All left over foods must be disposed of.
 - e. Trash cans must be emptied in dumpster and washed out.
(Crush all boxes before putting them in dumpster.)
 - f. All tables and chairs must be folded and stacked on trucks provided.
 - g. Bathrooms must be cleaned.
 - h. Floors must be swept and mopped.
7. Make sure all lights, heat and air conditioners are turned off before checking out.
8. Keys must be turned in at the office or to designated person/area before checking out.
(A \$10.00 charge will be made for any key not returned at time of check-out.)
9. Report any repairs or problems to office or person in charge.

(Note: Only rules that pertain to facilities used for this contract will apply)

Rental Policies for the Lake:

- Any groups using the lake are required to wear life jackets while on or in the lake. Life jackets are available if requested. You may bring your own life jacket.

Rental Policies for Challenge Course:

- A Cornerstone Conference trained facilitator is required when using the ropes courses and climbing wall. Facilitators are paid separately from the property agreement. A list of approved facilitators is available upon request.
- All equipment must be stored properly after the event.
- If equipment is damaged or lost, your group will be responsible for paying for the loss.

Rental Policies for the Picnic Shelter:

- We welcome groups to use the picnic shelter at no charge but if tables are moved it is required that they be returned to their original place. Please help by cleaning up after your group and putting things back the way you found them.

**CORNERSTONE CONFERENCE
2022 FACILITY RENTAL FEE SCHEDULE**

The following is Cost per Day:

Building	Inside Group Cost	Outside Group Cost
Staff Room	\$20.00	\$45.00
Cabins G-M	\$35.00	\$75.00
Cabin D Half	\$40.00	\$80.00
Cabin D Full	\$55.00	\$95.00
Cabin E Half	\$50.00	\$80.00
Cabin E Full	\$100.00	\$155.00
Cafeteria	\$175.00	\$330.00
Auditorium	\$600.00	\$1,800.00
Camp Sites	\$10.00	\$15.00

The following is Cost per Session/Week:

Activity	Inside Group Cost	Outside Group Cost
Obstacle Course	Contact Us	\$150.00
Zipline	Contact Us	\$50.00
Giant Swing	Contact Us	\$50.00
Rock Wall	Contact Us	\$50.00
Blob	Contact Us	\$150.00

IMPORTANT INFORMATION

ROPES COURSE: All Ropes Course Activities (i.e. Zip Line, Giant Swing, Rock Wall) require trained facilitators to operate the equipment. You must use one of our facilitators that have been trained on the Cornerstone property. There is an extra charge of \$150.00 per day per facilitator which is paid directly to them. Contact Patricia Ainsworth at painsworth@ccrdc.org or (336) 656-7936 x.114 for a list of approved certified facilitators. **Any and all lake activity requires the use of life jackets. These are available on site.**

BLOB: You must use one of our facilitators that have been trained on the Cornerstone property. There is an extra charge of \$150.00 per day per facilitator which is paid directly to them

PLEASE NOTE: Rental fees only include the use of property. Cornerstone Conference does not provide staffing, meals, activity scheduling, etc. Also, some Activity Rentals are only offered at certain times of the year.

Please note: Do not put any kind of chemical on the Obstacle Course. Example:

ATTENTION: Contract must be signed and deposit paid by _____. Failure to sign this contract, pay the deposit and provide proof of insurance will result in cancellation of this contract. If you have a question, please contact Trisha Ainsworth at *Phone: 336-656-7936 Ext. 114* or *Email: painsworth@ccrdc.org*.

Please return with your deposit and proof of insurance to:

*Cornerstone Conference
Attn: Patricia Ainsworth
PO Box 150
Browns Summit, NC 27214*

**CORNERSTONE CONFERENCE
FACILITY RENTAL DETAIL LIST**

Name of Ministry or Organization: _____

Contact Person:

Name: _____

Cell: _____ Email: _____

Date of Event: _____

Arrival Date (**Check In is 4PM**): _____

Departure Date (**Check out is 12 NOON**): _____

This form is required to ensure the specific needs that you have for your scheduled event will be met. Please fill out any or all sections that apply to you and return with your signed contract.

Buildings: (Check all that apply)

- Guest Quarters (How many rooms?) _____
- Cabins (How many cabins?) _____ *Linens are not included*
- Cafeteria
- Office Lobby
- Auditorium

Recreational Areas: (Check all that apply)

- Campsites How many? _____
- RV Sites How many? _____ 30 AMP _____ 50 AMP _____
- Lake Area

- Zip line (You must use a certified facilitator. We have a list of certified persons to choose from at your request).
- Climbing Wall (You must use a certified facilitator. We have a list of certified persons to choose from at your request).
- Swing (You must use a certified facilitator. We have a list of certified persons to choose from at your request).
- Canoes and or paddle boats (available during the summer months only)
- The Blob (Available during the summer months only.) This event also requires a certified lifeguard.

Audio / Visual Needs:

Will your event require sound equipment?

Yes / No If so please indicate below which building you will be using and what sound equipment you will need.

Auditorium: (Check all that apply)

- Sound Technician: A sound technician will be required for the Auditorium and can be secured through our office at a charge of \$150.00 per day
- Microphones: How many and what kind, example: wireless, wired, lapel etc.?

- Projection: The screens are available for use with rental contracting.
- Special Lighting: Please contact Darrell Gaines, Director of Operations at 336-656-7936 Ext: 121 for details.

Cafeteria: (Check all that apply)

- Microphones: How many and what kind, example: wireless, wired, lapel etc.? Will you need a projector and screen?
- Projection: A computer (not provided) is required to operate the projection system. Mac users will need to provide a VGA adapter.
- Podium

Office Lobby: (Check all that apply)

- Microphones: How many and what kind, example: wireless, wired, lapel etc.? Will you need a projector and screen?
- Projection: A computer (not provided) is required to operate the projection system. Mac users will need to provide a VGA adapter.
- Podium

**CORNERSTONE CONFERENCE
BASIC CHRISTIAN BELIEF AGREEMENT**

Cornerstone Conference IPHC is a body of International Pentecostal Holiness Churches existing to equip ministers and churches to fulfill the Great Commission.

- We believe the Bible to be the holy, inspired, and infallible Word of God and that it is of supreme and final authority.
- We believe in one God, eternally existing in three persons, the Father, Son, and Holy Spirit.
- We believe Jesus Christ was conceived by the Holy Spirit, born of the Virgin Mary, led a sinless life, took on Himself all our sins, died, rose again, and is coming again.
- We believe that all men everywhere are lost and face the judgment of God and need to come to a saving knowledge of Jesus Christ through His shed blood on the cross.
- We believe that we are to dedicate ourselves to holy Christian living, to the service of our Lord, and to His authority over our lives.
- We believe that we are to embrace our responsibility to fulfill the Great Commission.

I have read and understand the beliefs of Cornerstone Conference IPHC as stated above and agree to respect these beliefs as a guest of this facility. Additionally, I have read and understand the attached contract and the policies for use of the facilities.

Signed: _____

Date: _____

**ADDENDUM TO
CORNERSTONE CONFERENCE IPHC FACILITY RENTAL CONTRACT
(COVID-19 WAIVER)**

This Addendum to the Cornerstone Conference IPHC Facility Rental Contract has been executed by the undersigned, effective as of the date set forth below, in favor and for the benefit of the Cornerstone Conference IPHC ("Cornerstone").

I understand that Cornerstone makes no representations with regard to the risk of exposure to the COVID-19 virus, or coronavirus, while being on the property of, or participating in activities on the property of, Cornerstone. In consideration of the risk of contracting the COVID-19 virus while being present on the campus of, or participating in activities on the property of, Cornerstone, and as consideration for the right to be present upon the property of Cornerstone, I hereby, for myself, my heirs, executors, administrators, personal representatives, agents, employees, successors and assigns, knowingly and voluntarily enter into this waiver and release of liability and hereby waive any and all rights, claims, or causes of action of any kind whatsoever arising out of the contraction of, or the exposure to, the COVID-19 virus while being on the property of, or participating in activities of, Cornerstone, and do hereby release and forever discharge Cornerstone, its affiliates, pastors, employees, trustees, elders, deacons, managers, members, agents, attorneys, staff, volunteers, heirs, representatives, predecessors, successors and assigns, for any loss, injury, or illness I may suffer due to contracting or being exposed to COVID-19, including, but not limited to, illness, paralysis, death, damages, or economic or emotional loss.

I AM VOLUNTARILY ENTERING THE PROPERTY OF CORNERSTONE ENTIRELY AT MY OWN RISK. I AM AWARE OF THE RISKS ASSOCIATED WITH COVID-19 WHILE BEING IN CLOSE CONTACT WITH OTHER PEOPLE, WHICH MAY INCLUDE, BUT ARE NOT LIMITED TO, PHYSICAL OR PSYCHOLOGICAL INJURY, PAIN, SUFFERING, ILLNESS, ECONOMIC OR EMOTIONAL LOSS, AND DEATH. NONETHELESS, I ASSUME ALL RELATED RISKS, BOTH KNOWN OR UNKNOWN TO ME, WITH MY PRESENCE ON PROPERTY AT CORNERSTONE.

I agree to indemnify, defend, and hold harmless Cornerstone against any and all claims, suits or actions of any kind whatsoever for liability, damages, compensation or otherwise, brought by me, anyone on my behalf, or anyone who attended an event that I arranged or contracted for at Cornerstone (the "Event"), including attorney's fees and any related costs, if litigation arises pursuant to any claims made by me, by anyone else acting on my behalf, or anyone who attended the Event. If Cornerstone incurs any of these types of expenses, I agree to reimburse Cornerstone.

I acknowledge that Cornerstone and its affiliates, pastors, employees, trustees, elders, deacons, managers, members, agents, attorneys, staff and volunteers, are not responsible for errors, omissions, acts or failures to act of any party or entity conducting a specific event or activity on behalf of Cornerstone.

I ACKNOWLEDGE THAT I HAVE CAREFULLY READ THIS "ADDENDUM TO CORNERSTONE CONFERENCE IPHC FACILITY RENTAL CONTRACT" AND FULLY UNDERSTAND THAT IT IS A RELEASE OF LIABILITY. I EXPRESSLY AGREE TO RELEASE AND DISCHARGE CORNERSTONE AND ALL OF ITS AFFILIATES, PASTORS, EMPLOYEES, TRUSTEES, ELDERS, DEACONS, MANAGERS, MEMBERS, AGENTS, ATTORNEYS, STAFF, VOLUNTEERS, HEIRS, REPRESENTATIVES, PREDECESSORS, SUCCESSORS AND ASSIGNS, FROM ANY AND ALL CLAIMS OR CAUSES OF ACTION REFERENCED HEREIN AND I AGREE TO VOLUNTARILY GIVE UP OR WAIVE ANY RIGHT THAT I OTHERWISE HAVE TO BRING A LEGAL ACTION AGAINST CORNERSTONE FOR PERSONAL INJURY OR PROPERTY DAMAGE.

In the event that I should require medical care or treatment, I agree to be financially responsible for any costs incurred as a result of such treatment. I am aware and understand that I and any persons attending the Event should carry their own health insurance.

Signature: _____

Date: _____

Printed Name: _____

Organization
Represented: _____

Address: _____

Phone: _____

Email: _____

Rental Start Date: _____

Rental End Date: _____