

CJE Facility Rental Application

Proceeds help fund family-oriented community activities and scholarships. As of date: February 4, 2016
CJE Phone #: 478-320-2645

Applicant Information (Complete all blocks)

Name:

Address:

City:

State:

ZIP Code:

Phone:

E-mail:

Event Information (Complete all blocks)

Birthday Party Bridal/Baby Shower Memorial Service Appreciation Dinner
 Family Reunion Class Reunion Other _____

Event Name:

Requested Date:


Start Time (includes
setup):

End Time:

Anticipated Attendance:

Rules (Read)

Rental Hours of Operation 10:00 a.m. – 10:00 p.m. Obtain prior approval before scheduling events that exceed hours of operation. ***CJE is responsible for cleanup and sanitizing of the building. ***

- CJE Foundation HQs/Pavilion (50-75 quests inside) - \$175 daily (8 hours of rental)
- CJE Center (150-200 guests inside) - \$400 daily (8 hours of rental)
- All major credit /debit cards accepted.  Call 478-320-2645 for processing or questions.
- **Non-refundable deposit** at time of application: \$75.00 (CJE Foundation HQs/Pavilion) or \$200.00 (CJE Center). Balance due 2 weeks prior to event. Request price for multiple day rental or both facilities.
- **Waterslides, large swimming pools and jumpers/inflatable's are at an extra cost.**
- Complete kitchen for preparation, warming and storage of food only; **no cooking inside.**
- Rental includes tables and chairs; an outdoor large deck/patio, and picnic benches.
- Unlimited parking on over four acres with a park like environment, walking trail, basketball, volleyball, horseshoes and play set (ages 3-10 only).
 - Facility rental will not be used for fundraising events, i.e. selling tickets.
 - Electronic or audio equipment is not included in rental.
 - Music must be keep to a minimum and not disturb other events or neighbors.
 - Renters are responsible for removal of decorations and other personal items as well as turning off lights, air conditioners or heaters.

Statement of Certification (Sign)

CJE reserves the right to place limits on the use of its property. I certify that the information provided on this form is true and accurate to the best of my knowledge. I understand that providing false or misleading information is grounds for CJE to cancel or terminate my event.

Signature of applicant:

Date: