



P.O. Box 883 | Pittsboro, NC 27312
(919) 542-0794 | www.chathamhabitat.org

Chatham Habitat for Humanity Community Space Contract

Welcome to the Community Space at Chatham Habitat! Thanks for thinking of us for your event. Below are some expectations for the use of the room.

- We provide only the space for your use. Please bring *everything* else you will need.
- Please do not use any of the items in the cabinets
- Maximum capacity is 50 people
- If there is any damage to the facility, please let Anna Spears know as soon as possible
- Help yourselves to any of the Habitat material on the cabinet along the far right wall
- When you leave, please turn off all lights (including the restrooms) and return the tables and chairs to their original positions
- At the end of your event, please bag up all trash and take it out to the dumpster on the right side of the building
- Please leave the space in the condition that you found it
- Return the key to the Chatham Habitat office on the next business day

If you have questions or run into any problems while you're here:

During business hours, speak to a Habitat staff member in the adjacent office

After hours, please call Anna Spears at (910) 520-3678

Please don't forget to set the alarm before you go, and spread the word about this space! Anyone interested in hosting an event or meeting can contact Anna Spears at (919) 542-0794 x222 or annaspears@chathamhabitat.org to discuss the possibility.

Representative Signature

Date

Chatham Habitat for Humanity is a 501(c)3 non-profit that works in partnership with God and people to create self-help opportunities for families to own affordable homes, improve their lives, and strengthen their communities.