

COMMUNITY

CHURCH OF MT PLEASANT

POLICIES AND PROCEDURES FOR CCMP FACILITIES USE

This document covers use of church facilities by both church members, non-church members and organizations outside of the Church.

NOTE: THIS IS A LIVING DOCUMENT SUBJECT TO CHANGE. LAST REVISION - 7/20/25BP

SECTION 1 - General Policy

SECTION 2 - Application Procedure

SECTION 3 - Rules and Regulations

SECTION 4 - Rental Fee Schedule

SECTION 1 - GENERAL POLICY

1. Purpose. It is our intention to use CCMP facilities to worship God, spread the Good News and enjoy fellowship. It is important for us to be good stewards of the facilities we have been blessed to occupy.
2. User Groups Defined
 - a. Church Ministry Groups, small groups & fellowships (for regular church functions)
 - b. CCMP members (for church functions)
 - c. NOTE: facilities usage fees are required for non-church activities and outside organizations to cover costs and upkeep
 - d. CCMP members (for non-church functions)
 - e. Non-CCMP members /outside organizations
3. Definitions
 - a. CCMP Facilities - any part of The Campus property owned by CCMP.
 - b. CCMP Functions - activities directly related to official CCMP ministries, held by church ministry groups.
 - c. Non-Church Function - other activities not directly related to official CCMP ministries, such as, weddings, memorial services, birthday parties, anniversaries, recitals, receptions, educational purposes, community events, sports practices/games/leagues, cookouts, festivals, etc., that are held by businesses, organizations, individuals or a group of people, who are either CCMP or non-CCMP members.
 - d. Details of church facilities available for use by individual(s) or group(s) meeting the requirements are specified in this document.
4. Requirements for Use of Facilities
 - a. The church facilities will not be used for any controversial purposes or events that go against our vision, mission and Biblical beliefs.
 - b. Use of church facilities must be Mondays - Saturdays from 8:00 am to 9:00 pm unless an exception is granted. This time frame includes set-up and clean up.

The Auditorium space will only be considered and approved on a case by case basis by CCMP staff.

- c. For church and non-church functions, CCMP may require a trained person(s) be available during usage, to assure adherence to terms (i.e. audio/video control, lighting control, custodian services.) Additional fees are based on needs and availability of staff. These fees will be reviewed and disclosed in advance. The Church will consider requests for users to seek permission to use their own equipment or use contracted audio/video personnel who provide their own equipment.
- d. Insurance requirements for business/organizations wishing to use CCMP facilities and hired vendors who will be utilized during the event
 - i. CCMP will need the applicant to obtain a Certificate of Insurance (COI), showing the general liability coverage for the business/organization renting the facility. The applicant can obtain this from their company's insurance carrier.
 - ii. Please ensure that your insurance company lists CCMP as an additional insured. The carrier will need the following information to put on the form:
Community Church of Mount Pleasant Inc.
(Physical Address): 400 N Main St Mt. Pleasant, NC 28124
(Mailing Address): PO Box 866 Mt. Pleasant, NC 28124
Should your insurance carrier have any questions, they can contact Bethany Peck at 704-886-8132 or Bethany@ccmpchurch.com
Once completed, please have them email the COI to Bethany@ccmpchurch.com

5. Facilities Use and Priority

- a. Use of facilities is scheduled on a first-come, first-served basis. Priority for use of CCMP Facilities will be:
 - i. CCMP ministries, small groups, fellowships
 - ii. CCMP members (for church functions)
 - iii. CCMP members (for non-church functions)
 - iv. Non-CCMP members and outside organizations

6. Facility Usage Fees

- a. See Facility Usage Fee Attachment at the end of this document for location specific details
- b. CCMP ministries, small groups, fellowships and members using facilities for ministry related purposes - NO FEE
- c. CCMP members (for non-church functions) - deposit and fee ARE required. Deposit will be returned if requirements are met.
- d. Non-CCMP members /outside organizations - deposit and fee ARE required. Deposit will be returned if requirements are met.
- e. CCMP Staff, custodial needs, technicians and talent may be available but must be contracted by the individual renter. Fees will apply and are set individually. All needs must be presented on application and fees will be disclosed and paid prior to the event.
- f. CCMP retains the right to adjust fee schedules as needed, these will be disclosed in advance to approval.

- g. Any damages to the facility during rental need to be reported to CCMP staff immediately at the time of damage for review/documentation and discussion regarding repair needs/costs.
- h. CCMP retains the right to apply an additional fee of five dollars per hour to the rental invoice for any lights left on after departure.

7. Use of Equipment

- a. Request for the use of equipment is subject to the approval of the CCMP Staff. CCMP Staff will not entertain any last minute request for items that were not made at the time of application. Please complete the CCMP Application for Facilities Usage completely, anything not included at that time, cannot be guaranteed for your event.
- b. Equipment for projection, audio/visual, must be supervised or authorized by CCMP technicians. CCMP may require a trained person(s) be available during usage, to assure adherence to terms (i.e. audio/video control, lighting control, custodian services). Additional fees are based on needs and availability of staff. These fees will be reviewed and disclosed in advance.

8. Weddings

- a. All weddings will comply with the Facilities Policies and Procedures.
- b. Any needed personnel will be solicited, contracted and compensated by the Wedding Party. (i.e. Pastor, Musicians, Audio/Video Techs, Custodians).
- c. Setup of the Worship Building must be approved 90 days prior to the wedding. This includes audio/visual needs.
- d. Wedding party/personnel are responsible for removing all decor and returning the space to its original layout and state of cleanliness unless selecting the option of paying the additional cleaning fee for each space used.
- e. CCMP and Staff in no way assume responsibility for wedding coordination details of your event. Some staff and/or members of CCMP may be interested in performing wedding coordination duties, however it is the Wedding Party's responsibility to solicit/contract and compensate that/those individual(s), separately.

9. Rights of the Community Church of Mt. Pleasant

- a. CCMP reserves the right to execute as follows:
 - i. to deny application for the use of church facilities by any individual or group
 - ii. to cancel any approved application due to unexpected church needs at any time without liability, CCMP would provide a refund without interest to the applicant
 - iii. to terminate the rental agreement immediately without liability nor payment if the applicant fails to comply with rules and regulations
 - iv. to cancel the rental agreement and make a refund without interest in case of cancellation by the church due to Force of Majeure/Acts of God (i.e., severe weather event, pandemic, riots, accidents, strikes, building damage, etc.)
 - v. to make alterations to the CCMP Policies and Procedures for CCMP Facilities Usa at any time, without prior notice

SECTION 2 – APPLICATION PROCEDURE

1. Application Process - all applicants must follow the process outlined below when requesting to use CCMP facilities:

- i. Check the church calendar at <https://ccmpchurch.com/church-calendar> to determine if the date(s), time(s), space(s) being requested is/are available prior to completing this application.
- ii. Complete the CCMP Application for Facilities Usage form and submit to Bethany@ccmpchurch.com. This form is located in Attachment B of this Policy and can also be found at [W Application for Facilities Usage.docx](#)
- iii. CCMP staff will review your application and reach out with any questions within five calendar days of receipt. At this time, CCMP staff will place your request into the Facilities Request calendar as Pending Approval.
- iv. For both church and non-church functions, CCMP staff will notify you of your pending approval and provide you with a copy of the Policies and Procedures for CCMP Facility Usage (this Policy), for review and acknowledgement. Once CCMP staff has received back your signed acknowledgement form, you will be notified of approval status, and your event will be changed to Approved in the Facility Request calendar and will then be added to the master and/or church calendar as appropriate.
- v. For non-church functions, CCMP staff will provide you with information on your fee totals and how to submit payment for your fees. Your event space will not be reserved until your facility deposit fee has been received and has cleared the bank.

2. Application Timelines/Deadlines

- a. Facility requests are approved on a first-come, first-served basis. CCMP Staff encourages all applicants to submit their request as early as possible. If multiple requests are received on the same day, CCMP staff will prioritize approval as outlined above in Section 1, 5. (a). The Pastor will determine the final approval.
- b. The Application for Facilities Usage form must be emailed to bethany@ccmpchurch.com, or can be submitted in person to the church office Monday-Friday 9am-4pm excluding Holidays.
- c. Applications are preferred to be submitted no less than 4 weeks prior to the function date for approval. A request submitted less than 4 weeks prior to the function date, may be considered and granted if possible but will be subject to a surcharge equivalent to the ½ day rate listed on the Facility Usage Fees form.
- d. Telephone, text, email or verbal inquiry on the availability of venues, is not a replacement for submitting the Application for Facilities Usage form and will not be considered as a request. All requests must be submitted in writing following the application process listed in Section 2, 1, i.-v.

3. Approval

- a. CCMP Staff is responsible for granting approval for all church and non-church functions. The Pastor will determine the final approval. CCMP Staff will notify the applicant in writing of their approval status as soon as possible, but no longer than 5 business days after receiving the application.

4. Facility Usage Fees

- a. Deposit fee
 - i. Upon approval, the applicant has 5 business days to sign and return the Policies and Procedures for CCMP Facility Usage acknowledgement form and submit the deposit fee to confirm the booking.
- b. Facility Usage fee
 - i. The facility usage fee must be paid 60 days prior to the event. If the usage fee is not paid within 60 days prior to the event, the event will be canceled by CCMP and the deposit will not be refunded to the applicant.
- c. Methods of payment
 - i. Payment can be made via cash or check. Post-dated checks will not be accepted.
 - ii. Until the payment has cleared the bank, the reservation is not confirmed.
 - iii. Payments need to be made in person at the CCMP Office Monday-Friday 9am-4pm, excluding holidays.
 - iv. CCMP Staff will provide a receipt for payment.

5. Cancellation

- a. CCMP reserves the right to cancellation of facility usage as outlined in Section 1, 9, a, i.-iv.
- b. The applicant should notify CCMP of cancellation as soon as possible. Notification of cancellation 90 days or greater from the date of event will be eligible for a full refund of facility usage fees. The deposit fee is non-refundable. Notification of cancellation 89 days or less from the date of the event, will not be eligible for refunds of any fees paid to date.

SECTION 3 - RULES AND REGULATIONS

1. General

- a. Publicity materials (including social media posting), must be approved by CCMP staff before distribution. Please send any publicity materials to bethany@ccmpchurch.com for review and approval prior to posting/distributing.
- b. Decorating details must be submitted for approval at least 2 weeks in advance. No confetti, silly string, poppers, bubbles, candles, or sparklers shall be allowed.
- c. The applicant is responsible for setting up and breaking down all decorations unless otherwise described in the application and approved in writing by CCMP staff in advance.
- d. Activities must be restricted to the designated time and the location(s) assigned. The facilities must be vacated by the time indicated. This includes any time needed for clean up.
- e. Maximum number of attendees for the event should not exceed what is listed on the application form.
- f. Access to church offices or any other locations not listed and approved in the application, are not permitted.
- g. Smoking, alcoholic beverages, vulgarity (including music), weapons, violence and excessive noise are prohibited in facilities.

- h. Drinks and/or food are NOT allowed unless indicated on the application and approved at the time of approval. Plans for food/drink must be shared at time of request to ensure proper set-up and clean-up.
- i. Thermostats are not to be adjusted in any way.
- j. No roller-skating, roller-blading, skateboarding, hoverboarding, or use of heelies is allowed on the Campus property.
- k. No pets (with the exception of certified service animals), will be allowed at any event without prior approval.
- l. Church materials or supplies are not allowed for use unless advance approval has been obtained during the application process.
- m. Users assume full responsibility for the conduct of all persons present at the event.
- n. No furniture, sound/light equipment, or decor, shall be altered without advanced permission.

2. Housekeeping

- a. All areas must be kept clean and tidy.
- b. The user is responsible for the clean up of the facility to the original condition. Users must leave the facilities in a tidy, clean condition after use. This includes taking all trash to dumpsters and removing all linens and placing them in a bag for cleaning (if applicable).
- c. All program materials brought by the user will be removed from the space when the event is over.
- d. All decorations brought by the applicant will be removed from the space when the event is over.
- e. The applicant is responsible for completing all items on the location specific checklist prior to departing the event.
- f. Failure to complete all items on the checklist will result in forfeiture of the event deposit to compensate for hiring staff to complete the housekeeping needs.

3. Use of Equipment

- a. It should not be assumed the approved use of CCMP facilities include CCMP equipment such as musical instruments, audio/visual, etc.
- b. Access to equipment such as microphones, audio/video, projector, television, etc. will not be permitted unless approval has been obtained at the time of application. Any last minute request for items that were not made at the time of application may not be approved. Please specify on your application all needs.
- c. The main audio/video system must be operated by authorized CCMP technicians only. Additional fees will be incurred and disclosed prior to your event.
- d. The use of musical instruments and/or the moving of instruments require the permission of CCMP staff.
- e. Arrangements will not be made for the set-up of chairs and tables unless the applicant requests this during the application process, provides directions for the set-up needs, and includes the custodial fee option on the application.

4. Music

- a. If music is to be played at the event, this needs to be disclosed on the application. In no case will any vulgar music or music that contains inappropriate lyrics be allowed on CCMP property.

5. Children

- a. All children must be supervised and attended by adult(s) at all times in any part of the property. For the children's safety, children are not allowed to be left unsupervised at any time.
- b. With the exception of prior approved sporting activities and associated liability waivers, children are not to engage in any unsafe activities such as; running, jumping, climbing, horseplay, wrestling, entering restricted areas, entering work zones, etc., on CCMP property.

6. Parking

- a. Parking spaces are available on a first-come, first-served basis.
- b. Handicapped parking will be observed. These spaces are not reserved unless permission is granted.
- c. No parking will be allowed at the front entrance with the exception of loading and unloading of vehicles during set-up and break-down times only.
- d. CCMP will not be liable for any loss or damage when parking on the premises.
- e. The applicant using the facility may secure persons to assist with parking and/or a security guard, with pay, to patrol the parking area for security reasons if desired. That will be at the discretion of the applicant.
- f. For certain size events, it may be necessary to hire parking attendants to assist with flow of traffic and escorting attendees to the entrance. This will be discussed on a case by case basis and disclosed in advance.

7. Violations

- a. The Church may terminate the rental agreement immediately without liability or payment if the applicant or designated person fails to ensure compliance with the rules and regulations hereof.
- b. The applicant and/or designated person are responsible for ensuring all attendees abide by the rules and regulations set forth in this agreement.

8. Injury / Damage / Loss

- a. The Church assumes no responsibility for lost, stolen or destroyed items, nor will the Church be liable for any user's injury or property damage at any time in any part of the Facilities. In some circumstances a liability waiver may be required.
- g. The applicant and/or designated person will be held fully responsible for any injury, damage or loss of the church property caused by intentional or negligent conduct on the part of any persons using the church facilities during the approved event.
- h. The renter is responsible for the full cost of repair or replacement of property damaged, which is caused by the applicant or designated person or the event participants.

SECTION 4 - RENTAL FEE SCHEDULE

- a. The fee schedule is only applicable to non-ministry functions and may be adjusted at the discretion of the Church.

- b. All deposit and usage fees are payable to, "Community Church of Mt. Pleasant," and are due 5 business days from approval of the application.
- c. Any additional fees for optional/special services will be made payable to the applicable parties and will be disclosed to the applicant at the time of approval.
- d. Please refer to the Facility Usage Fee attachment for location specific details for fees.
- e. For non-profit organizations/groups, CCMP Staff reserves the right to consider volunteer hours in lieu of the fee schedule. This will be discussed on a case by case basis.
 - a. CCMP staff will provide a list of the volunteer hours/opportunities available as an option. Volunteer work must be approved in writing in advance of the event.
 - b. The agreed volunteer work must be completed prior to any future Facility usage requests will be accepted or considered.

FACILITY USAGE FEES

Deposit fee and optional cleaning fee is equivalent to the ½ day price listed on the table below for each location. ½ days are 8am-12pm, 12pm-4pm or 4pm-8pm. Full days are 8am-9pm. All times include your set-up and break-down time.

Location	Hourly Member	½ Day Member	Full Day Member	Hourly Non-Member	½ Day Non-Member	Full Day Non-Member	Wedding (1 ½ days total)
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Cafe	\$40	\$120	\$280	\$80	\$240	\$560	\$800
Main Gym	\$40	\$120	\$280	\$80	\$240	\$560	\$800
Aux Gym	\$30	\$90	\$210	\$60	\$180	\$420	\$600
Football Field	\$60	\$180	\$420	\$120	\$360	\$840	\$1200
Softball Field	\$45	\$135	\$315	\$90	\$270	\$630	\$900
Gathering Room	\$30	\$90	\$210	\$60	\$180	\$420	\$600
Lobby	\$35	\$105	\$245	\$70	\$210	\$490	\$700
FCA Room	\$30	\$90	\$210	\$60	\$180	\$420	\$600
KidMin Lobby	\$30	\$90	\$210	\$60	\$180	\$420	\$600
Fire Pit/Quad	\$35	\$105	\$245	\$70	\$210	\$490	\$700
Garden	\$35	\$105	\$245	\$70	\$210	\$490	\$700
Conference Room	\$30	\$90	\$210	\$60	\$180	\$420	\$600
Concessions (add-on only, servers and food addtl cost*)	\$35	\$105	\$245	\$70	\$210	\$490	\$700

Note: CCMP staff, custodians, technicians and talent may be available but must be contracted by the individual renter. Fees will apply and are set individually. All needs must be presented on application. For a single event, technician's cost is \$100 per technician, per event. For consecutive events (ex: Friday, Saturday), the technician's cost is \$100 per technician for the first day and \$50 for each recurring event. You will need two technicians if you require both sound and visual for your event.

FACILITY LOCATION DESCRIPTIONS/DETAILS

Location	Max # of Attendees	Max # of Tables/Chairs	WiFi/TV Audio/Visual Equipment Available ?	Method of heating/cooling available	Food/Drink Detail if allowed
Cafe	Tables and chairs: 215 Chairs only: 295	Tables: 24 Chairs w/ tables: 215 Chairs w/o tables: 295	Wi Fi Projector Sound/Mic Portable TV	Electric heaters, windows, fans	Yes Cool/hot buffet Kitchen Sinks Outside grill Refrigerator Freezer Microwave
Main Gym	656	Bleacher Seating: 656 Floor Seating w/o tables: 450 Tables: 24 Chairs w/ tables: 215	Scoreboard WiFi Portable stage/sound/ mic/projector rental Portable TV	HVAC	Food/Drink only along the sides of the court, not within the court
Aux Gym	125	Tables: 15 Chairs w/tables: 125 Chairs w/o tables: 125	Portable stage/sound/ mic/projector rental Portable TV	Fans Electric ceiling heaters	Food/Drink only along the sides of the court, not within the court
Football Field	900	Bleacher Seating: 650 Field Seating w/o tables: 900 Tables: 60 Field Seating w/ tables: 540	Portable stage/sound/ mic/projector rental WiFi	N/A	Yes
Softball Field	900	Field Seating w/o tables: 900 Tables: 60 Field Seating w/ tables: 540	Portable stage/sound/ mic/projector rental WiFi	N/A	Yes
The Gathering Room	Tables and chairs: 110 Chairs only: 150	Tables: 12 Chairs w/ tables: 110 Chairs w/o tables: 150	TV Stage Portable sound/mic/ projector rental	HVAC	Yes Serving Counter

			WiFi		
Lobby	100	Tables: 10 Chairs w/ tables: 90 Chairs w/o tables: 100	TV Portable sound/mic rental WiFi	HVAC	Yes Serving Counter Sink
FCA Room	25	Tables: 1 large picnic table Seating: 12 at table, 12 more on sofas/chairs	WiFi Portable TV	Mini-Splits	Yes
KidMin Lobby or Large Room	30	Tables: 3 Chairs w/ tables: 27 Chairs w/o tables: 30	TV Portable sound/mic rental WiFi	HVAC	Yes
Fire Pit/Quad	150	Tables: 15 Chairs w/ tables: 135 Chairs w/o tables: 150	Portable sound/mic/ stage rental WiFi	N/A	Yes
Garden	75	Tables: 7 Chairs w/ tables: 63 Chairs w/o tables: 75	Portable sound/mic/ stage rental	N/A	WATER ONLY
Conference Room (Church Functions Only)	12	Tables: 1 Chairs w/ table: 10 Chairs w/o table: 12	WiFi Portable Projector Portable TV	HVAC	Yes Refrigerator Freezer Microwave
Concessions (add-on only, no food included) *servers and food addtl cost*	15	Tables: 0 Chairs w/o tables: 8	Portable sound/mic WiFi	HVAC	Yes Electric Fryer Buffet Warmer Popcorn Machine Ice Cone Machine Cheese warmer/dispen ser Air Fryer Microwave Outdoor grills Refrigerator/Fr eezer Ice Maker

COMMUNITY

CHURCH OF MT PLEASANT

FACILITIES RENTAL AND USAGE - POLICIES & PROCEDURES ACKNOWLEDGEMENT & AGREEMENT (Page 1 of 3)

GENERAL CONDITIONS AND AMOUNT OF FEE

It is agreed between COMMUNITY CHURCH OF MOUNT PLEASANT (CCMP), and Derek Leonard for RAGE AAU, hereinafter referred to as USER, that CCMP shall allow the USER access and the use of the FACILITY, as conditioned and described below, subject to all the policies and procedures outlined in the CCMP Facilities Rental & Usage Agreement Policies & Procedures Handbook.

The total fee includes the following:

Facility Fee \$_____,
custodial costs (as necessary) \$ n/a to be completed by USER, and other
miscellaneous costs as necessary \$ n/a, in the total amount of \$_____
_____.

ORGANIZATION/PERSON REQUESTING USE: _____

FACILITY LOCATION: _____

DATE(S) OF USE: _____

TIMES BOOKED: _____

IS AN ADMISSION FEE CHARGED? YES **NO** AMOUNT \$_____

DESCRIPTION OF EVENT: _____

SPECIAL EQUIPMENT NEEDS: _____ n/a _____

SPECIAL PERSONNEL NEEDED: _____ n/a _____

NOTE: CCMP is not responsible to provide any special equipment or personnel unless the same has been specifically agreed to by CCMP and the USER, and the specific related terms for the special equipment or personnel have been set forth on the Application of Facilities Usage Form.

USER Initial & Date

FACILITIES RENTAL AND USAGE - POLICIES & PROCEDURES

ACKNOWLEDGEMENT & AGREEMENT (Page 2 of 3)

The undersigned has been given authority to act for and be responsible for the USER completing this application. USER will see that the FACILITY is not misused or abused, that there is proper adult supervision at all times, that the FACILITY is used in conformity with all policies and regulations of the CCMP Facilities Rental & Usage Policies & Procedures Form, and that all other terms of this CHURCH BUILDING/FACILITY USE AGREEMENT are adhered to and followed.

The undersigned understands and agrees that this BUILDING/FACILITY USE AGREEMENT does not establish an employer-employee relationship between USER and CCMP, that the event is neither a conducted event nor a sponsored event of CCMP. In addition, it is understood that CCMP will not exercise any physical or other control over the operation of the event other than those already spelled out in this BUILDING/FACILITY USE AGREEMENT. In addition, USER understands that CCMP is not providing any supervision by this agreement.

NO OTHER PROMISES OR WARRANTIES (Please initial after reading to acknowledge).

_____ USER understands that no promises are made otherwise than what is contained in this agreement, that no warranties have been made that the FACILITY will be adequate for USER's planned use, and that USER accepts the FACILITY in an AS IS condition.

_____ USER has inspected the facility to be used and has independently determined that it is suitable and safe for their particular purpose.

EXPRESS INDEMNITY (Please initial after reading to acknowledge).

INDEMNITY PROVISION

_____ USER agrees to save, indemnify, and keep harmless CCMP against any and all liability, claims, judgments, or demands, including demands arising from injuries or death of persons (USER'S employees included) and damage to property, arising directly or indirectly out of obligations herein undertaken or out of the operations conducted by USER, save and except claims or litigation arising through the sole negligence or sole willful misconduct of CCMP. It is the intention of the parties that the indemnity provided for by this agreement provides for indemnity to the fullest extent provided for by law.

USER Initial & Date
(Page 2 of 3)

FACILITIES RENTAL AND USAGE - POLICIES & PROCEDURES
ACKNOWLEDGEMENT & AGREEMENT (Page 3 of 3)

INSURANCE (FOR ORGANIZATIONS OR BUSINESSES ONLY)

LIABILITY INSURANCE

USER at its sole cost and expense shall maintain during the DATE(S) OF USE of this agreement public liability insurance insuring against ALL liability of USER, CCMP, and their authorized representatives arising out of and in connection with USER'S use of the FACILITY, with a single liability limit of: \$_____

PROPERTY DAMAGE INSURANCE

USER also at its sole cost and expense shall maintain during the DATE(S) OF USE of this agreement property damage limits covering the facility to be used of not less than:

It is the intention of both USER and CCMP that both the public liability and property damage insurance shall insure performance by USER of the express indemnity provision contained above. However, the limits of such insurance shall not limit the liability of USER hereunder.

CCMP shall be named as an additional named insured on the insurance policy purchased by USER, which is the subject of this agreement.

USER agrees to provide CCMP with a copy of the certificate of insurance evidencing that it has complied with the insurance requirement of this agreement.

SIGNED: _____ DATE: _____

CCMP FACILITY REPRESENTATIVE

SIGNED: _____ DATE: _____

USER

USER Initial & Date
(Page 3 of 3)