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Application for Carol's House

Name: _____

Field of Service: _____

Reason for applying for Carol's House: _____

Names and age of children who will reside with you at Carol's House:

Field Address:

Cell Phone: _____ E-mail: _____

Mission board or sending organization: _____

How many years have you served as a missionary? _____

In which types of ministries have you been involved?

Name/Address of the church of which you are a member: _____

Can this info be used in our publication? If no, then what can we use? ___Yes ___No

Please list an emergency contact (name/phone #) for while you are living at Carol's House

Please read below

Application Procedure: Application is made by filling out and returning an application form. Priority is given to missionaries with housing needs of one month or more. Housing requests of less than one month may not be confirmed earlier than 90 days before stay. Housing is on a limited basis.

Security Deposits:

All accepted applications are tentative and contingent upon receipt of a \$200 Security Deposit. Once the application is accepted and the \$200 Security Deposit is received, the reservation is considered confirmed except for stays of less than one month which are confirmed 90 days before arrival. The deposit is non-refundable in case of cancellation and will be held until after your departure to provide funding for any outstanding expenses. These may include damage to residence considered more than normal wear and tear and cleaning charges when the residence has not been properly cleaned prior to departure. After the deduction of any such charges, the excess will be refunded.

Service Charges:

There is a service charge of \$425 per month (as of January 1, 2020) for use of Carol's House. This helps cover some cost of the cost of the ministry. The service charge is payable in advance each month and includes the utilities.

Billing and Payments:

First Presbyterian Church of Moorestown tries to keep service charges for missionaries as low as possible. Service charges cover only a portion the home's expenses. We want your stay to be both fruitful and restful so we try to keep the homes in good to excellent condition. Please let us know of any maintenance needed. Most maintenance can done fairly quickly.

1. The first month's payment is due and payable upon arrival.
2. Subsequent payments will be due upon the first working day of each month and may be dropped off in the church office.
3. If a payment becomes 60 days past due without prior arrangements, a late payment fee of \$50 will be added to the amount due and FPC Moorestown may ask the resident to leave Carol's House.
4. FPC Moorestown may notify the mission agency or sending church when an account becomes seriously past due.

Reservation changes (leaving early):

1. If a resident leaves earlier than scheduled, there will be no refund in part or in full of the service charge.
2. Exception to this policy will be rare and only after careful review of the circumstances described in writing to the director.

General

FPC Moorestown requires its guests to take care of the cleaning of the home in all aspects, along with the linens used, prior to departure. FPC Moorestown allows NO SMOKING or ILLICIT DRUGS in the homes or on campus. There is also a NO PETS policy. Please notify staff of approximate arrival time and if a delay is expected.

AGREEMENT:

I have read the information above and I will abide by it.

Yes No

I understand that I will be responsible for cleaning the home including linens, etc., prior to checking out.

Yes No

I understand that FPC Moorestown does not allow smoking, pets, and illicit drugs in Carol's House or on campus. Yes No

Have you (including your spouse) read the accompanying information sheets, including the Security Agreement?

Yes No

Do you agree with the terms and conditions stated?

Yes No

Signatures of adults: _____ Date _____

_____ Date _____