

Facility Rental Request Form – Revised 03/21

Name:			Telephone #:			Email:		
Address						City:		State:
Member		Non-Member		Date/Time Requested:				
Occasion for Facility Rental Request:								
Space Requested: Sanctuary			Fellowship Hall:		Fellowship Hall With Kitchen:		Other please list here:	
Services Requested:			Kitchen:	Media/Sound:		Other:		
Set Up Required: Yes No If yes, describe (attach diagram).								

Fee Statement: All events are slated for a four (4) hour period, (including set up and clean up) w/the exception of weddings and receptions. Cleaning fee in the amount of \$250 must be paid upon submission of this application. MEMBERS may use the Sanctuary and Fellowship Hall for weddings (rehearsal/ceremony) and funerals free of charge, with the following exceptions: (1) Wedding Reception – Sound Technicians: \$75 – Must be requested (2) Linens \$75 (must have permission to use) **NON-MEMBERS** who rent the Sanctuary for a funeral, or a wedding will pay \$700. This covers the following: (1) Sanctuary (funeral or rehearsal and wedding ceremony), (2) Fellowship Hall (repast or rehearsal dinner and reception, if applicable) **CALVARY CHRISTIAN CENTER DOES NOT PROVIDE FOOD FOR EITHER OF THESE OCCASIONS** (3) Media Personnel for the funeral or rehearsal and wedding ceremony only. **In the event sound technicians are needed for the wedding reception, the charge is \$75. This service must be requested.** Fees for non-wedding /funeral events listed below: **Sanctuary Rental:** \$500/ Members - \$1,000/Non-Members; **Fellowship Hall:** \$150/Members - \$300/Non-Members; **Classroom:** \$50/Members - \$100 Non-Members; **Small Auditorium:** \$75/ Members - \$150/Non-Members; **Kitchen:** \$150/Members - \$300/Non-Members; **Youth Center:** \$150/Members - \$300/Non-Members; **Courtyard:** \$150/Members - \$300/Non-Members; Non-profits/others may use the facility at the Pastor’s discretion. **EVENT COORDINATOR WILL CONTACT YOU ONCE ALL CONDITIONS FOR FACILITY RENTAL HAVE BEEN MET.**

Conditions of Use: 1. Completion and submittal of a Facility Rental Request Form to the Church Office at least two weeks prior to the event. Increased lead time will increase the probability of acquiring the time and date requested. No Church facility shall be considered as reserved until the Rental Request form and all required fees have been delivered to and accepted by Calvary Christian Center. 2. Agreement to use Calvary’s Event Coordinators to facilitate the event. 3. The use of the facility will not involve the use of alcohol, tobacco products, weapons of any kind, or any activity which is likely to cause damage to church property or create conditions likely to cause injury to the participants or others. 4. The Renter shall be responsible for the conduct of all persons admitted to the buildings and grounds of the Church and shall insure that all of the Church’s policies with respect thereto shall be observed and satisfied. Children will be supervised at all times. 5. Calvary Christian Center has the right to cancel reservations due to unexpected events involving the Pastor, or Members. Calvary Christian Center has the right to cancel reservations due to conditions of facilities because of weather conditions. Calvary Christian Center has the right to refuse to rent the facility to any Member or Non-Member. 6. **The Renter agrees to leave the facility in the condition in which it was found. Any props or stage sets must be removed immediately after facility use. If the facility is not left in the condition in which it was found, an additional charge of \$100.00 per hour to return it to said condition will be assessed to the Renter.** Calvary Christian Center’s representative at the premises will be responsible for reporting the conditions of the premises. 7. The Renter agrees to pay for and hold the Church harmless from any and all damage to the property which arises as a result of, with respect to, or is in any way connected with, the Renter’s use of the Church’s facilities and premises.

I hereby agree to the terms and conditions listed above: Sign:			Date:		
Church Approval: Sign			Print Name:		Date: