



USE OF FACILITY

The use of Calvary Christian Church facilities are primarily for serving the needs of the ministry and its members.

At times the facility will be made available to other churches, non-profit groups or organizations that may include a member in good standing at Calvary or like-principled entity. The use of the facility is subject to availability and must not conflict with the purpose or policies of Calvary Christian Church.

The fee paid for building use is not a rental fee, but rather a tribute that you are paying to our congregation to offset costs for utilities and maintenance of this facility. In that you are not renting our facility, but joining with our congregation during the use of our facility, you agree to accept the tenets of our congregation and authority and direction of our Senior Pastor.

A *Request for Use of Facility Form* must be completed and approved before an event is scheduled. Groups or organizations who wish to use the facilities for on-going or regularly schedule meetings must complete a Lease Agreement.

A *Facility Use Release of Liability Form* must be completed before an event is confirmed. Guest User will assume all liability for the requested event and will release Calvary Christian Church of all liability.

In an effort to properly use and maintain the facilities of Calvary Christian Church, the following policies will be in effect.

- A *Request for Use of Facility Form* is to be submitted to the church office, during business hours, Tuesday-Friday 10:00am-4:00pm.
- All facility usage must be scheduled with the church office.
- All events, activities, music, dress, and behavior shall be supportive of and consistent with the Christian values and witness of Calvary Christian Church. Calvary Christian Church reserves the right to end an event at **anytime**. Guidelines are distributed to the financially responsible representative.
- The organization/group must designate one representative to consult with the church staff; this must be **the financially responsible party**. Church staff will **not** consult with any other representative.
- The person designated on the Request for Use of Facilities Form is financially responsible for all damages, cost of replacement and repairs to the facilities. This person is also responsible for communicating all guidelines to their entire group.
- Large meetings exceeding 400 attendees must provide additional Charlotte- Mecklenburg Police security. The Church Administrative Staff can assist you with acquiring off- duty police officers.
- All groups must be accompanied by one adult 25 years or older.



- **ABSOLUTELY NO ALCOHOLIC BEVERAGES, TOBACCO PRODUCTS, ILLEGAL SUBSTANCES, FIREARMS, PROPHANITY OR FIGHTING ARE ALLOWED IN OR ON CHURCH PROPERTY-INCLUDING THE PARKING LOTS.**
- Children and young adults are to be supervised and confined to the approved area for use at all times.
- No one may use the equipment in the sound booth or church office(s).
- Furniture and table placement for all rooms used will be set by the church staff, only small changes can be made to the original layout. A drawing of your desired layout can be provided.
- With the exception of those assisting the disabled, pets are not allowed inside any part of the facility. Emotional support animals are not allowed.
- Decorations for any event should be of the kind that will leave no permanent marks. The use of nails, screws, duct/packing tape or any type of glue/adhesive on any equipment, walls, floors or furnishings is prohibited.
- All rooms must be left clean and orderly, tables and chairs wiped down, floors cleaned and trash removed to outside dumpster.
- Shoes must be worn at all times in the building and proper footwear (rubber soles non- skid) must be worn in the kitchen.
- Access to classrooms and other areas shall not be permitted unless specifically approved.
- When specified, tables and chairs in the multipurpose room must be broken down and stacked behind the stage area.
- Linens belonging to the church: Clean linens should be folded and gathered on one table. Dirty linens should be free of debris and piled on another table. Dirty and torn plastic/paper tablecloths should be discarded.
- Centerpieces and decorations belonging to the church should be gathered on one table. Balloons must be deflated and discarded. Please do not release helium balloons outside.
- Groups using the kitchen must remove or discard all food served/prepared, any food remaining will be discarded.
- All surfaces wiped down with prepared bleach solution (see spray bottles), all dishes and utensils cleaned and put back in their proper place and floors must be swept and mopped.
- It is assumed that the usage of part of the facility does not limit its use for other activities so long as the events do not interfere with each other. Meetings or other activities may be held while the facility is being used. Users will not be notified of other events.
- The church or office staff will not be held responsible for items delivered. All deliveries must be scheduled during business hours and to arrive while the user is on site. Caterers must provide a copy of their Certificate of Liability insurance and must not hold Calvary Christian Church liable for any accidents to themselves, their staff or property.
- Weddings must follow the guidelines in this document and specific guidelines in the Wedding Guidelines Brochure.



FACILITY USE FEE AND SCHEDULE

SPACE	MINIMUM HOURS	MAXIMUM HOURS	FEE	SEATING CAPACITY
Classroom	2 HOURS	8 HOURS	\$125 (ea.)	30
Garden Café	2 HOURS	8 HOURS	\$350	60
Rose Room	4 HOURS	8 HOURS	\$750	100 banquet / 150 theatre
Multipurpose Room	4 HOURS	8 HOURS	\$750	160 banquet / 250 theatre
Sanctuary	4 HOURS	8 HOURS	\$1,000	450
Board Room	2 HOURS	8 HOURS	\$250	30

For any events over 8 hours of usage, an additional fee of \$100 per hour will be incurred. Maximum time includes set up and breakdown. If you anticipate requiring more than 8 hours for facility use, the Church Office must approve in advance.

Facility usage for weddings is at a special rate, please request the Wedding Guidelines Brochure.

A deposit of \$100 (cash, check or debit/credit card) holds your date and is required at the time the application is made. This deposit will be used toward the final cost of facility use, any damage or excessive clean up required following the event, or excessive delays in starting or ending.

Fees must be paid (2) weeks prior to scheduled event in the church office only and only during business hours. Fee Schedule is outlined above.

By signing below, I, _____ (GUEST USER), agree to all policies and fee schedules outlined above for Use of Facility at Calvary Christian Church.

Authorized Representative _____ Date _____
 Calvary Christian Church of the Apostolic Faith, Inc. (OWNER)

[Insert Name] (GUEST USER) _____ Date _____



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USE OF FACILITY REQUEST FORM

GROUP INFORMATION

Organization Name _____

Responsible Party _____

Physical Address _____

Billing Address _____

Phone / Email Address _____

Drivers License # _____

ACTIVITY INFORMATION

Date of Facility Rental _____ Start Time _____ End Time _____

Activity Type _____

Number of People Expected _____

Will you require pre-event set up time? (Including sound checks, rehearsals, etc.) Yes No

If yes, what dates/times are requested? _____

AUTHORIZED SPACES FOR FACILITY USE

<input type="checkbox"/> Sanctuary	<input type="checkbox"/> Rose Room	<input type="checkbox"/> Multipurpose Hall	<input type="checkbox"/> Garden Cafe
<input type="checkbox"/> Board Room	<input type="checkbox"/> Kitchen	<input type="checkbox"/> Bathrooms	<input type="checkbox"/> Foyers
<input type="checkbox"/> Classroom(s) # Requested _____	<input type="checkbox"/> Treasury Room	<input type="checkbox"/> Senior Pastor's Office (Only with Sanctuary Use)	

SANCTUARY – AUTHORIZED EQUIPMENT

<input type="checkbox"/> Sound System	<input type="checkbox"/> Wireless Handheld Microphones (up to 8)	<input type="checkbox"/> Instrument: Keyboards	<input type="checkbox"/> Instrument: Drums
<input type="checkbox"/> Instrument: Organ	<input type="checkbox"/> Instrument: Bass Amp	<input type="checkbox"/> Band In-Ear Monitors	<input type="checkbox"/> Foyers
<input type="checkbox"/> Senior Pastor's Office	<input type="checkbox"/> LED wall	<input type="checkbox"/> Live Streaming	<input type="checkbox"/> Video Recording



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ROSE ROOM – AUTHORIZED EQUIPMENT

<input type="checkbox"/> Microphone (up to 2)	<input type="checkbox"/> Speakers	<input type="checkbox"/> Presentation TVs	<input type="checkbox"/> Podium
<input type="checkbox"/> Head table	<input type="checkbox"/> Banquet Setting	<input type="checkbox"/> Classroom Setting	
<input type="checkbox"/> Buffet Tables	<input type="checkbox"/> Gift / Cake Table		

MULTIPURPOSE ROOM – AUTHORIZED EQUIPMENT

<input type="checkbox"/> Microphone (up to 3)	<input type="checkbox"/> Speakers	<input type="checkbox"/> Screen & Projector	<input type="checkbox"/> Podium
<input type="checkbox"/> Head table	<input type="checkbox"/> Banquet Setting	<input type="checkbox"/> Classroom Setting	<input type="checkbox"/> Buffet Tables
<input type="checkbox"/> Gift / Cake Table			

GARDEN CAFE – AUTHORIZED EQUIPMENT

<input type="checkbox"/> Microphone (up to 2)	<input type="checkbox"/> Speaker	<input type="checkbox"/> Presentation TV	<input type="checkbox"/> Podium
<input type="checkbox"/> Refreshment Serving Station		<input type="checkbox"/> Classroom Setting	<input type="checkbox"/> Theatre Setting

CLASSROOM / BOARD ROOM – AUTHORIZED EQUIPMENT

<input type="checkbox"/> Screen & Projector	<input type="checkbox"/> Tables	<input type="checkbox"/> Chairs	<input type="checkbox"/> Podium
<input type="checkbox"/> Refreshment Serving Station		<input type="checkbox"/> Classroom Setting	<input type="checkbox"/> Theatre Setting

All private events must provide their own food and trained food staff. Calvary Christian Church does not provide food or kitchen staff for private events. For an additional fee, trained When there are food safety concerns a church kitchen staff member may intervene to insure safety of all guests.



OF THE APOSTOLIC FAITH, INC.

FACILITY USE RELEASE OF LIABILITY

Calvary Christian Church of the Apostolic Faith, Inc., herein called OWNER, and _____ herein called, GUEST USER. This agreement constitutes a Waiver and Release of Liability, whereby GUEST USER agrees to release, discharge, hold harmless, defend and indemnify Calvary Christian Church of the Apostolic Faith, Inc. its owners, agents, officers and employees from any and all claims, actions or losses for bodily injury, property damage, wrongful death, loss of services or otherwise which may arise out of GUEST USER's rental of Calvary Christian Church of the Apostolic Faith, Inc.'s facility and equipment.

By signing this document, I, GUEST USER, _____ acknowledge I specifically understand I (GUEST USER) _____ am releasing, discharging, and waiving any claims or actions that I may have at the present time, or in the future, for the negligent acts, omissions or other conduct by the directors, employees, volunteers and agents of Calvary Christian Church of the Apostolic Faith, Inc. GUEST USER shall obey all state, federal and local regulations, laws, ordinances and lawful directives from appropriate emergency or law enforcement personnel, while utilizing facility and/or operating equipment from Calvary Christian Church of the Apostolic Faith, Inc. GUEST USER is solely responsible for any citation or violation occurring during the use of, or as the result of using, facility rental from Calvary Christian Church of the Apostolic Faith, Inc.

I, GUEST USER, represent that I am capable of safely operating and handling agreed upon facility equipment and finds it in good working order, condition and repair. I, GUEST USER, represent that I have adequate skills; knowledge and experience to safely complete the planned activity during facility rental. I, GUEST USER, shall bear all risk and responsibility of and for any and all damage, loss or theft to the facility building, including equipment, or any portions thereof, including, but not limited to vandalism or theft, and shall pay the OWNER (Calvary Christian Church of the Apostolic Faith, Inc..) the full cost of repair or replacement.

RELEASE OF LIABILITY

I, GUEST USER, _____ hereby RELEASE OWNER (Calvary Christian Church of the Apostolic Faith, Inc.), its directors, employees, volunteers and agents from liability for negligence and HOLDS HARMLESS the OWNER, its directors, employees, volunteers and agents from any loss, expense or cost, including attorney fees, arising out of any damages or injuries, whether to persons or property occurring as a result of the rental or use of Calvary Christian Church of the Apostolic Faith, Inc. facility. To the extent that any portion of the Agreement is deemed to be invalid under the law of the applicable jurisdiction, the remaining portions of the Agreement shall remain binding and available for use by the OWNER and its counsel in any proceeding.

By signing below, you, GUEST USER, have forever released Calvary Christian Church of the Apostolic Faith, Inc. from any claims resulting for you, your staff, your event attendees, your event volunteers and other party included in this release. You acknowledge that a Court may not entertain any action against Calvary Christian Church of the Apostolic Faith, Inc. as this is a permanent release and you have assumed all risk of damage, loss,



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personal injury or death and are indemnifying and holding Calvary Christian Church of the Apostolic Faith, Inc. harmless.

Authorized Representative

Date

Calvary Christian Church of the Apostolic Faith, Inc. (OWNER)

[Insert Name] (GUEST USER)

Date
