

CALVARY



Facility Use

CONTRACT

- *General Guidelines* - for use of facilities

Statement of Policy:

Our church has been blessed with a wonderful facility to carry out the mission of the church. Therefore, proper oversight must be given to these facilities to ensure that we can continue to carry out Calvary's ministry objectives and goals.

Building Eligibility Guidelines:

The facilities and equipment of Calvary Assembly exist for the primary purpose of being used by its members through its various ministries. However, because we want to be a blessing to those members, and non-members who attend regularly (minimum of 6 months), the facilities will be made available for the following special events:

- Wedding Showers
- Weddings
- Wedding Receptions
- Baby Showers
- Funerals

Other **Approved** Events

Anyone interested in using the facilities for a special event must fill out a "Facility Use and Rental form" which will be reviewed and approved by the Lead Pastor/staff. This form must be submitted at least two weeks in advance of the activity. If the date of request interferes with church activities, another date must be chosen. All services needed at the time (i.e. sound, tables, chairs, etc) must be stated and included on the form.

Building Use Fee:

\$200

Approval Guidelines:

1. All activities shall be approved by the Lead Pastor/staff pending availability of space and the priority of the Church ministries.

1. No date is placed on the calendar until the form has been submitted and approved by the Lead Pastor/staff, as well as all fees paid.

All activities must be consistent with the Church's Doctrinal beliefs, constitution and by-laws, and the churches building use philosophy.

Building Use Guidelines:

- Under no circumstances is alcohol, tobacco, drugs, dancing, or secular music allowed in the church.
- The church building will not be available to rent after 5pm on Saturdays.
- Calvary will provide a sound person for your event, if needed.
- Calvary's staff will set up any tables and chairs, if needed. You are responsible for any decorating and will be given access to the building the day before your event.
- All decorations and items brought in for the event must be cleaned up and taken out when leaving. Any decorations left behind will be thrown away.
- Confetti, rice or glitter are NOT to be used within the church facility or on the church property.
- If authorized by the Lead Pastor/staff, food may only be served in the cafe area with a maximum of 100 people.
- Caterers must provide a Certificate of Insurance one week prior to your event.
It may be faxed to : 309-343-8451 or emailed to : CalvaryGalesburg@gmail.com
- The church will not provide any paper products, coffee, utensils, etc.
- All children must be supervised. (No running or horseplay is allowed.)
- We expect you to do your best to leave the building the way you found it.
- Any damage to equipment or facilities, other than from normal use, shall be the responsibility of those renting the facility.
- Indemnification: It is an express term of this agreement that the Renter indemnifies the Church for any costs or damages of any kind incurred by the Church, as a result of the rental of the facility by the Renter.

CALVARY



Facility Use and Rental FORM

Payment for facility use is to be given to the church secretary upon booking.
Checks are to be made payable to Calvary Assembly.

NAME OF PERSON/GROUP BOOKING EVENT : _____

CONTACT PERSON (if different from above) : _____

PHONE NUMBER : (_____) _____ - _____

TYPE OF FUNCTION : _____

DATE REQUESTED : _____

(month)

(date)

(year)

EVENT START TIME : _____ (circle one) AM PM

EVENT END TIME : _____ (circle one) AM PM

NUMBER OF PEOPLE TO ATTEND : _____

FURNITURE / KITCHEN REQUIREMENTS:
(check all that apply)

- _____ Round Tables
- _____ Rectangular Tables
- _____ Chairs
- _____ Coffee Urns

EQUIPMENT REQUIREMENTS:
(check all that apply)

- _____ Screen / MediaShout
- _____ Sound / Music / Microphones
- _____ Podium

Renter is required to supply their own coffee, drinks, cups, plates, eating utensils, napkins, etc.

- Rental Agreement -

Signatures on this form indicate the agreement of the renter to the "GENERAL GUIDELINES FOR USE OF FACILITIES", and the approval of the rental application by Calvary Assembly.

FACILITY RENTAL FEE (to be paid in full along with this form) : \$200

HONORARIUM TO BE PAID AT RENTER'S DISCRETION:

(If applicable for your event)

Clergy: \$ _____

Musical Performer: \$ _____

RENTER'S NAME (print) : _____

SIGNATURE : _____

DATE : _____

FOR OFFICE USE ONLY

APPROVAL FROM (print) : _____

SIGNATURE : _____