

Facility Use Form

WEDDINGS AND ORGANIZATIONS

FIRST CALVARY BAPTIST CHURCH

1311 Morehead Avenue
Durham, North Carolina 27707
Phone: 919-489-4184 FAX: 919-489-3565

Fredrick A. Davis, Pastor

Please check the area to be used : **Sanctuary** ____ **Fellowship Hall** ____ **Kitchen** ____

Date to be used: _____

Time of use: _____

Departure: _____

Expected number of attendees: _____

SPECIFIC PURPOSE FOR USE OF AREA:

NAME OF USER _____

USER DESIGNATION: NON-PROFIT _____ PROFIT _____

CONTACT PERSON: _____

ADDRESS: _____

HOME PHONE: _____

BUSINESS PHONE: _____

Deposit: _____

Date: _____

Total Paid: _____

Date: _____

Contact Person Signature

Date: _____

Permission is granted for use as indicated above and in compliance with the policy of the Church as stated on the reverse side of this form. Please read before signing.

Pastor

Date: _____

Chair of Trustee Ministry

Date: _____

POLICIES AND PROCEDURES

FOR USE OF
FIRST CALVARY CHURCH FACILITIES

1. This Facility Use Form is to be completed in its entirety at least two (2) weeks prior to the date of the intended use of the Facility.
2. **FEES: Non-Profit organizations**, as well as both members and non-members not requiring a facility fee will be responsible for a \$35.00 Janitorial fee (due at least two weeks prior to the event). All other organizations not meeting the above criteria (excluding weddings) will be subject to a fee of \$110.00.

Fees for Weddings

Fees for Members will be \$195.00 which includes a \$50.00 refundable deposit: this deposit can be forfeited based on the condition of the facility after use.

Fees for Non-Members will be \$270.00 which includes a \$50.00 refundable deposit: this deposit can be forfeited based on the condition of the facility after use.

3. Consumption of alcoholic beverages will not be permitted on the premises.
4. The use of the kitchen equipment/supplies will be prohibited except under the supervision of the Chairperson of the Culinary Arts Ministry or a designee.
5. Any User or Organization who abuses the use of privileges will have the privileges revoked and/or fined. The use of facilities must be for the stated purpose ONLY.
6. The User or Organization will be responsible for assuring that vehicles use the prescribed parking area ONLY. In the event of damage to areas not prescribed for Church Parking, the User or Organization will be held liable.
7. If the User or Organization is a profit organization, approval to use the Church Facilities shall be granted by the Official Board. If the User or Organization is a non-profit organization, approval shall be granted by the Official Board and the Facility Usage Fee may be waived.
8. When the family of a non-member (persons not included on the Official Church Roll) desires to use the Church Facilities for the funeral of their deceased family member, the person signing the form (Contact Person) will be responsible for monetary fee(s). This said person shall also be responsible for obtaining musicians.
9. A one-year limit will exist for a contract for use of the Church Facilities by a User or Organization. If a request for renewal is submitted, such request will be treated as any new application.
10. The User or Organization will be responsible for any damages to the Church Facilities while in their use (when deemed appropriate).
11. A copy of the completed application will be given to the Contact Person and the Church Custodian and the Church Files.
12. The use of Video equipment must be pre-approved.