

## BUILDING USE POLICIES

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### The Building

Calvary Baptist Church is blessed to have a well-designed and handicapped accessible facility for ministry. We believe God has provided this for the fellowship of the Body of Christ and to bring God glory (1 Corinthians 10:31). Although the facilities are not generally open to the public, we make our facilities available to approved non-members as a witness to our faith, an expression of love and to demonstrate the gospel of Jesus Christ in practice. Those desiring to use Calvary Baptist Church should contact the church office (616.754.3811) well in advance of the planned use date.

The sanctuary seats: 400

The fellowship area seats: 200

The Kitchen is equipped to serve catered food and light refreshments.

*All seating capacities are approximate, based upon the configuration that is used.*

### General Requirements For All Events

- You are expected to exercise reasonable care in the use of the building and assume responsibility for any damage or breakage.
- Events scheduled must be completed, cleaned and vacated by 9pm.
- No alcohol, smoking or dancing is allowed in the building or on the church property.
- Please leave the room as you found it. Bag all trash and put it in trash containers. Do not leave any personal items or left over food.
- All food and drinks should be confined to the fellowship area.
- Do not attach anything to the walls without permission from the church office.
- Do not move or take down anything from the room without permission from the church office.
- No open candles are allowed. All candles must be contained in a glass globe and cannot be on the floor.
- If sound equipment is needed you must contact the sound technician two weeks prior to the event.

### Non-Calvary Baptist Church Events

- Facility use fees must be paid at time of application. If your event is cancelled you must notify the church office 48 hours in advance for a refund.
- You must bring your own perishable and non-perishable supplies (plates, napkins, tape, decorations, tools etc.)

Rental Fees	<i>(These amounts include technician, custodian &amp; wedding coordinator fees.)</i>
\$ 100	Refundable Security Deposit
\$ 150	Wedding Rehearsal, Ceremony, 2 rooms & Technician
\$ 200	Wedding Rehearsal, Ceremony, 2 rooms, Reception & Technician
\$ 50	If requesting use of upstairs as well as downstairs at MidTown
\$ 150	Extra charges will apply for Saturday evening use after 6pm

### Loaning CBC Equipment

Only church members and regular attendees may borrow steel folding chairs and tables, but may not borrow sanctuary seating, or round tables. Borrowed equipment must be signed out with the church secretary on the honor system during regular business hours. Items may be used for a maximum of 48 hours (or less, if equipment is needed for a church function).

*Use of equipment is based on availability with the church receiving priority over personal use.*

### Anniversary, Open House & Other Celebration Parties

Only church members and regular attendees may use the fellowship area/kitchen, but must be responsible for cleaning all areas used, including restrooms entry/hallways. You must bring your own perishable and non-perishable supplies (plates, napkins, drinks, ice, decorations and tools). Church members may use the facilities twice per year without a charge. Members using the facilities more than twice or approved non-members will be charged \$100 to cover heating/AC, electric and custodian costs. A facilities use form will need to be filled out and filed with the church secretary.

### Funerals

The facilities may be used without charge for members and regular attendees for funerals of a relative when the service is performed by one of the pastors at Calvary. A facilities use form would not be required. Contact the Senior Pastor for this request, who will in turn contact the necessary support people. Ladies of Calvary will help provide the meal. Calvary will be responsible for all details.

I understand that Calvary Baptist Church does not allow its facilities to be used in a way that contradicts its doctrinal statements or by persons or groups holding beliefs that contradict the church's doctrinal statements. To the best of my knowledge the purpose for which I am requesting use of church facilities will not contradict the church's stated beliefs. And, I am not aware of any beliefs that are professed by me or the organization I represent that contradicts the beliefs of the church. I commit to promptly disclose any potential conflict of which I am aware or become aware to church staff.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FACILITY USE PERMIT/APPLICATION**

Date Approved \_\_\_\_\_

Office Approval \_\_\_\_\_

<b>Responsible Party</b>
name
address
city/state/zip
home/work/cell phone
email

**Describe Event:**

**Date/Time Information:**

Day of Week	Date(s)	Set up/ Open Building Time	Event Start Time	Event End Time

**Event Information:**





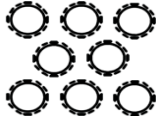
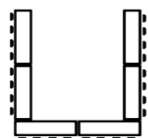
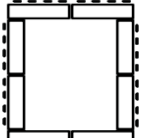


Do you have a church key?	Single or On-going Event	Number of Attendees	Room (s) Requesting	Food Service?	Caterer Name/phone

**Equipment Information:**

Number of Tables	Number of Chairs	Podium or White Board	Kitchen Equipment (oven/coffee pots, etc.)	Technical Equipment (sound, mic, TV/VCR/DVD)

Additional Items (be specific)

**Room Setup Information:** Check the appropriate box if you want the room set up. Set up is only provided for church ministries.

<input type="checkbox"/> <b>Square Theater</b>  # of chairs _____	<input type="checkbox"/> <b>Fanned Theater</b>  # of chairs _____	<input type="checkbox"/> <b>In-the-Round</b>  # of chairs _____	<input type="checkbox"/> <b>Horseshoe seating</b>  # of chairs _____	<input type="checkbox"/> <b>Round Tbl/Chairs</b>  8 chairs per table # of tables _____
<input type="checkbox"/> <b>Horseshoe</b>  # of tables _____	<input type="checkbox"/> <b>Boardroom</b>  # of tables _____	<input type="checkbox"/> <b>Pushed Together</b>  # of tables _____	<input type="checkbox"/> <b>Classroom</b>  # of tables _____	<input type="checkbox"/> <b>Extra Tables Food and/or Displays</b> Rectangle: # _____ Round: # _____

**Office Use:**

Confirmation call after rental items used _____ office staff initials when all returned.	Custodial Fee	Facility Fee	Sound Tech Fee	Misc Fee	Total Fee