

# Event & Facility Request Procedures & Guidelines

Revised March 2014



The primary use of our facilities is to host the ministries of Calvary Assembly of God. We also enjoy offering our facilities to regular attendees for non-ministry events, such as for family gatherings. Our goal is to use and maintain our facilities in such a way that God and His people will be blessed!

Scheduling procedures for both uses are described below. Please note that:

- Events will not be scheduled during scheduled activities or service times.
- Saturday events should run no later than 7pm so that we may prepare for Sunday services.
- Requests for holiday weekends are discouraged.

## Seating Capacities

<b>Sanctuary</b>	600
<b>Fireside Room</b>	tables and chairs up to 28
<b>Youth Center</b>	tables and chairs up to 49
<b>Activity Center</b>	tables and chairs up to 240
<b>Pavilion</b>	picnic tables seating up to 140

## For Events Related to a Ministry of Calvary Assembly of God (No Fees Apply)

Facilities will be reserved for **Calvary's ministry-related events** as they are requested and confirmed with the church office ideally 90 days prior to the ministry event. Such events can be scheduled with less notice but risk scheduling difficulties. The attached request form should be submitted to the drawer marked "Sandy Kalmukos," located in the Ministry Office, off the east foyer. **All requests require pastoral approval. Those submitting a request can expect a reply from the church office within two weeks.**

## For Non-Ministry Events (Fees Apply)

Non-ministry use of facilities for events such as receptions, birthdays, anniversaries, and other family gatherings is available to regular church attendees for a fee. Profit-making events are excluded. Requests are to be made and confirmed with the church office a minimum of 30 days in advance. As Calvary's ministry events are given first priority, requests for non-ministry events will not be confirmed earlier than 90 days before the requested date (except for wedding dates).

The attached request form should be submitted to the drawer marked "Sandy Kalmukos," located in the Ministry Office, off the east foyer. **All requests require pastoral approval. Those submitting a request can expect a reply from the church office within two weeks.**

### Fees:

- *Non-Ministry Events*
  - Contact the church office at 440-944-5100 to determine the base fee.
  - Additional fees apply if the event requires an event coordinator or a qualified sound technician (minimum of \$50 per).
- *Ministry events related to Calvary Assembly of God* incur NO FEE but an honorarium for a required sound technician should be considered.

## Guidelines

*The point person of any ministry or non-ministry event will agree to the following:*

- Pick up and return appropriate keys at the church office within 3 business days before and after the event.
- Limit use of church sound equipment to trained and approved personnel of Calvary Assembly of God (contact the office for fees).
- Be sure that NO SMOKING occurs inside the facility.
- Be sure that NO ALCOHOLIC BEVERAGES are on the premises.
- Be sure that NO FOOD OR BEVERAGES enter the SANCTUARY.
- Keep all participants in the designated facility space requested (i.e., when using the Activity Center, participants are expected to use the east foyer entrance, Activity Center, and east foyer restrooms). The event point person will be responsible to keep participants in these locations. All other locations in the church are not to be accessed (e.g., rooms off of the Activity Center, nursery, fireside room, sanctuary etc.).
- The nursery is not available for non-ministry events.
- Ideally, décor items (plants, etc.) located in the sanctuary, in either foyer and in the restrooms are not to be moved. In the event any décor items are moved please do your best to reset things as they were and then notify the church office.
- Clean up following all ministry events (appropriate vacuuming, straightening, removal of trash to the east lot dumpster, washing kitchen utensils, cleaning the kitchen, etc.).
- Following all ministry events, the facility is to be reset as needed for ministry use (e.g., Sunday School classes).
- Turn off all lights (including parking lot lights) and lock doors.
- Report any facility issues or concerns to the church office ASAP.
- Be responsible for any damage to the church facilities and/or equipment due to abuse or negligence during this event.