



CALVARY CHAPEL FREDERICKSBURG

FACILITIES USE AGREEMENT

We are excited for your event and look forward to being of service to you. We have put together this list of policies and guidelines to insure our facility is well cared for and to help your event and clean-up run smoothly. Please read through these guidelines and let us know if you have an questions.

FACILITY GUIDELINES

- Calvary Chapel Fredericksburg is a smoke-free facility. Use of tobacco, alcohol, or illegal drugs is not permitted.
- Guests must remain in the area of your event and are not free to roam the building.
- Calvary Chapel Fredericksburg shall not be liable for personal injury, loss, or damage to personal property during your event.
- Applicant will assume full responsibility for any damages to the facility or equipment (audio, visual, musical) during your scheduled event. If damages should occur, applicant will be responsible for repair or replacement of damaged item. Applicant will be given an itemized statement outlining damages and cost of repairs, and will be required to reimburse Calvary Chapel Fredericksburg within 10 business days of said statement.

SET-UP & TEAR DOWN

- Nails, screws, tacks, pins, or sticky adhesives that may peel paint may not be used on walls, woodwork, or furniture
- Dripless candles are the only types of open flame allowed. They may only be used on areas without carpet. Candles on the stage are not an option.
- Rice, Birdseed, and confetti are not permitted
- All chairs and furniture must be restored to its original setting once your event has finished
- Flowers, decorations, programs, etc. are the responsibility of the event applicant and must be removed upon conclusion of the event.

STAGE & AUDIO/VISUAL

- The sound equipment is to be used by our trained A/V team only. If your event will require sound and/or video, arrangements must be made to have an A/V team member available.
- If your event requires use of the stage, our A/V team will be the only ones to move/remove instruments and equipment from the stage.

EVENT STAFFING

- Although there is no fee to use Calvary Chapel Fredericksburg for your event, there are fees for having staff available throughout the duration of your event.
 - A \$200 fee is required to have one staff member available to open and close the building and assist you as needed.
 - If your event will require the moving of sanctuary chairs, a second staff member will be required and will be an additional \$200.
 - If an A/V person is required, there will be a fee of \$200.
- All fees must be received in the church office two weeks prior to your scheduled event. Check can be made payable to: Calvary Chapel Fredericksburg.

FACILITY USE AGREEMENT ACCEPTANCE

I have carefully read the guidelines listed in this agreement and understand my responsibility as the Facility Use Applicant.

Applicant Signature

Date

CALVARY CHAPEL FREDERICKSBURG

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