

**First Calvary Baptist Church Facility Rental Policy  
(Excludes Weddings and Funerals)**

1. First Calvary Baptist Church (FCBC) events and activities have first priority for use of its facilities. FCBC facilities for rental include the Sanctuary, fellowship hall, and classrooms. Classrooms can only be rented if fellowship hall is rented.
2. FCBC facilities may be rented on a space available basis to groups or individuals whose activities are not in conflict with the mission, bylaws, and practices of FCBC. FCBC facilities are not available for long-term rental of for-profit activities.
3. The application for church facility rental must be submitted to the church office at least 60 days prior to the event. Following review and written approval of the application by the Church Administrator, the renter will be informed of all applicable rental fees. Please note the following:
  - a. A deposit of ½ of the total rental fees will be due when the application is submitted. The balance will be due at least 30 days prior to the event.
  - b. A \$100 refundable security deposit is due when the application is submitted. The renter and an FCBC representative will conduct an inspection of the facilities on the day of the event, prior to the event and following the event. If the inspection following the event is satisfactory and there are no damages to the facilities, the security deposit will be returned to the renter 30 days after the event. If there are damages, the cost will be deducted from the deposit. If the cost of damages exceeds the amount of the security deposit, the renter will be responsible for paying the difference within 30 days.
  - c. Renter must agree to sign the waiver of liability included with the application.
  - d. If the renter is an FCBC member, he or she will not be allowed to rent facilities on behalf of a non-member in order to pay the same fees as an FCBC member.
  - e. If tickets for an event or activity are sold at FCBC, security (Durham police officer) is required. The fee is \$25 per hour. Depending on the type of event, there may be other instances when security is required, and it will be at FCBC's discretion to make that determination.
  - f. If kitchen use is requested, there is a fee of \$25 per hour up to 3 hours, and an FCBC Culinary Arts Ministry member must be present. Only a Culinary Arts Ministry member will be permitted to enter the kitchen proper. The renter must supply his or her own utensils, cups, plates,

napkins, tablecloths, etc. If Culinary Arts Ministry food services are requested, the renter is required to submit the Request Form for Culinary Arts Ministry 3 weeks in advance of the event. Once the event has been confirmed, the renter will need to ask for a quote from the Culinary Arts Ministry; the kitchen use fee will not be required.

- g. Any change in requested facilities or times as well as any cancellation after approval by the Church Administrator will require written notification. If cancellations are made at least 30 days before the event, the renter will receive a full refund of all fees paid. If cancellations are made less than 30 days before the event, the renter will receive a refund of the security deposit only.
  - h. FCBC reserves the right to cancel a renter's scheduled event in cases of unforeseen circumstances. Notice will be given as soon as possible, and the renter will receive a full refund.
  - i. If an event is cancelled due to adverse weather, the renter will receive a full refund. Adverse weather shall mean and refer to weather conditions that vary substantially from normal averages or reasonably expected weather for the Raleigh-Durham region for a specific season of the year.
4. FCBC is not responsible for theft or damage to personal property. Renter will be responsible for any damage or theft during his or her group's use of FCBC facilities.
  5. All events are limited to 4 hours, which includes the pre-event inspection, set-up, breakdown, post-event inspection, and vacation of the premises. After 4 hours, there will be a charge of \$100 per hour or any portion thereof. On weekdays, all events shall not start earlier than 6:00 p.m. and must end no later than 9:00 p.m. All participants must vacate FCBC by 10:00 p.m. On Saturdays, all events shall not start earlier than 9:00 a.m. and must end no later than 9:00 p.m. All participants must vacate FCBC after the 4 hour timeframe with the latest time at 10:00 p.m. if the event starts at 6:00 p.m. On Sundays, all events shall not start earlier than 3:00 p.m. and must end no later than 6:00 p.m. All participants must vacate FCBC by 7:00 p.m. All areas used must be left as they were found (tables and chairs returned to designated areas, trash properly disposed, etc.).
  6. Events will be restricted to the areas assigned and time period requested. Youth must be supervised by adults at all times.
  7. No smoking, illegal substances, or alcoholic drinks will be allowed on the premises. FCBC premises include inside and outside of the church building, as well as the parking lots and grounds. No eating, drinking, or chewing gum is permitted in the church, except in the fellowship hall or other designated areas.

8. Church equipment, including but not limited to, chairs, tables, audio/video equipment, podium, or furniture, shall not be removed from FCBC premises.
9. Written permission is required for use of FCBC musical equipment. The rental fee is \$75, which is refundable after the event if there are no damages to the equipment.
10. Use of the FCBC sound system in the Sanctuary and fellowship hall is prohibited. Only a member of FCBC audio ministry shall use this equipment.
11. Decorations may not be attached to the pews or any other furniture by pins, glue, tacks or nails. No balloons, confetti, rice or bubbles are allowed for use in the Sanctuary. Pulpit furniture shall not be moved without prior written approval. For the fellowship hall and classrooms, the use of decorations, the moving of furniture, and attachment of materials to walls shall be done only with prior written approval.
12. No equipment, activity (such as skateboarding, roller skating, etc.), or structure (such as platforms, devices that attach to the floor, wall, or ceiling, etc.) that may cause damage to facilities will be permitted.