

## **Clemmons Moravian Church Fellowship Hall Policies and Information**

- 1) **When church members make a reservation, a deposit of \$100 is due and the *Application for Use of the Use of the Fellowship Hall* must be completed, signed and turned in to the church secretary.** The \$100 deposit will be refunded to church members if the facilities are left in good order.
- 2) **Non-members may only reserve the fellowship hall through sponsorship by a Clemmons Moravian Church member.** Reservations by non-members cannot be made more than two months in advance for non-wedding events and not more than six months in advance for weddings. **All reservations must be made through the church office. A deposit of \$200.00 is due when the reservation is made and the *Application for Use of the Fellowship Hall* must be completed, signed and given to the church secretary.** The remaining fees are due 30 days prior to the event. Unpaid fees will result in forfeiture of the reservation. The \$200 deposit will be refunded to non-church members if the facilities are left in good order. In case of cancellation, the fellowship hall deposit (\$200) is non-refundable.
- 3) The rental fee for use of the fellowship hall by non-members is \$300.00 per event. There is a \$200.00 deposit required for fellowship hall rental. This fee must be paid upon reserving the fellowship hall. The deposit will be refunded in full or part depending on the condition in which the facilities are left. There is no rental fee for members.
- 4) A custodial service fee of \$100.00 to clean the fellowship hall is mandatory for non-members.
- 5) The fellowship hall may only be reserved by non-members through sponsorship by a Clemmons Moravian Church member. **Any member sponsoring a guest or reserving the hall for personal use will be responsible for the following:**
  - A) Obtaining and returning keys to the facility;
  - B) Unlocking the facility for the guest;
  - C) Locking the building following the function;
  - D) Ensuring that the facility is left in proper order;
  - E) Remaining present *throughout* the function; and,
  - F) Maintaining overall responsibility for the guests and their actions.
- 6) The fellowship hall may be used by all church employees, including childcare and pre-school employees, according to non-member rates. Church employees may not sponsor a non-member.
- 7) The type of activities and group conduct must be consistent with the Christian principles of Clemmons Moravian Church. Accordingly, the use of drugs or their paraphernalia, the use of alcoholic beverages, or the use of tobacco products in the fellowship hall is prohibited.

- 8)** In the event of calendar conflicts, church activities take precedence.
- 9)** All decorations shall be temporary (no nails, push pins, staples, tape, etc.). No decorations shall be attached to the walls or window treatments. Set up and take down of the furniture is the responsibility of the reserving party. All furniture should be returned to its original place before leaving.
- 10)** The kitchen equipment, dishes, and utensils are not available for non-members use. Please inform your caterer to provide his or her own equipment. Members may use the kitchen equipment, dishes, and utensils by making prior arrangements with the Women's Fellowship Kitchen Chair or the Women's Fellowship President of Clemmons Moravian Church.
- 11)** The reserving applicant will be charged for replacement or repair costs beyond the amount of the deposit for any damage incurred to the fellowship hall or its contents.
- 12)** Clemmons Moravian Church is not responsible for any accidents, injuries, illnesses, electrical and/or equipment failure that might occur during your event. By signing the *Application for Use of the Fellowship Hall*, you release Clemmons Moravian Church from any such claims.

Approved by the Joint Board: August 23, 2011

# Clemmons Moravian Church

## Application for Use of the Fellowship Hall

Name of Applicant \_\_\_\_\_

Member \_\_\_\_\_ Non-member \_\_\_\_\_

Date of Event \_\_\_\_\_ Time \_\_\_\_\_

Name of Sponsor (if applicable) \_\_\_\_\_

Type of Event \_\_\_\_\_

Applicant's Address \_\_\_\_\_

Phone \_\_\_\_\_

Fees for non-members:

Rental fee	\$300.00
Cleaning fee	100.00
Deposit	<u>200.00</u>
TOTAL	\$600.00

Fees for members:

Cleaning fee (optional)	\$100.00
Deposit	<u>100.00</u>
TOTAL	\$200.00

**THE FELLOWSHIP HALL WILL NOT BE HELD FOR EVENTS FOR NON-MEMBERS UNTIL RECEIVING THE DEPOSIT. THE REMAINING FEES ARE DUE IN FULL 30 DAYS PRIOR TO THE EVENT. UNPAID FEES WILL RESULT IN FORFEITURE OF THE RESERVATION. IN THE CASE OF A CANCELLATION, THE FELLOWSHIP HALL DEPOSIT (\$200) IS NON-REFUNDABLE.**

I have read the *Guidelines Governing the use of Facilities at Clemmons Moravian Church* and the *Fellowship Hall Policies* and will adhere to them. Clemmons Moravian Church is not responsible for any accidents, injuries, illnesses, electrical and/or equipment failure that might occur during your event. By signing the fellowship hall application below, you release Clemmons Moravian Church from any such claims.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of Clemmons Moravian Church Sponsor

\_\_\_\_\_ Date \_\_\_\_\_