



Facility Use Request Form

Thank you for considering Faith, Hope and Charity Worship Center for your special event! Please note that this request is for the use of the facility only. Any request for Pastoral or ministry personnel services should be communicated separately.

Please email this form to info@fhcwc.org or with any questions you may have. All requests must be submitted thirty (30) days before the event.

Date of Request: _____

Requestor Information:

Name of person/Entity responsible: _____

Address: _____

Phone number: _____ Alt. Contact _____

Email: _____

Are you a disciple of FHCWC? _____

If not, please list the names/relations to an FHCWC disciple:

Location (Check all that apply):

Sanctuary _____ Fellowship Hall _____ Kitchen _____ Parking Lot (outdoor event) _____

Select Event Type:

Funeral/homegoing service (2hr min) _____ Baby Shower _____ Bridal Shower _____

Wedding _____ Workshop/Conference/Educational Session _____ Worship service _____

Business/Ministry/Community meeting _____ Other: Please list _____

Event Details:

Event date: _____ Alternative date: _____

Event time: _____ Alternative time: _____

Anticipated # of attendees: _____

Event Description:

Do you plan to have food for your event? _____

Sample menu: _____

FHCWC Facility Use Terms and Conditions

Before submitting your request, be sure to read the details of this document carefully.

Approval Process:

While all persons/entities are welcome to request the use of this facility, FHCWC is a Christian-based organization. It reserves the right to deny or approve the use of the building based on its statement of faith and core values. Upon approval of the event request, the requestor (from this point forward referred to as “the person responsible”) must agree to the terms outlined in this agreement.

All events are subject to approval by the Pastor and based on the availability of dates conducive to the church calendar and other considerations.

- All requests should be submitted 30 or more days before the event (to optimize the possibility of approval).
- Requests can be submitted via email by scanning the completed document or in person by submitting it to your assigned personnel from our administrative team.
- The person responsible will be notified via email within one week of receipt and given this agreement to sign and return within 48 hours.
- The Pastor reserves the right to ask questions about the request at any time before, during, and after the agreement is signed.

Event Resources and Supplies:

FHCWC does not provide event resources; they are the responsibility of the Person Responsible and include but are not limited to food, beverages [non-alcoholic], plates, napkins, cups, foil, dining utensils, tablecloths, etc.

Clean-up:

A clean-up process must be followed for all kitchen and fellowship hall use. Clean-up procedures include wiping down tables, chairs, and countertops, folding and storing chairs, sweeping and dust mopping floors, washing all dishes (personal or borrowed from the church), and removing decorations if applicable. Please note: thumbtacks, glue, and staples are prohibited for affixing decorations. Damage to walls or any other destruction in the building will result in a fine that will be determined based on the repair cost. In case of any damage, the Security Deposit will be held until all damages have been satisfactorily repaired.

Kitchen use:

The kitchen may be used for events under the following conditions. All food must be brought in; no cooking will be allowed. Catered or prepared items can be stored in the kitchen area and refrigerator, provided there is space. The stove may be used to warm or store food during the event.

Fees:

Non-FHCWC disciples/entities:

One hundred and fifty Dollars (\$150) per hour for the first two hours; and seventy-five (\$75) for every additional hour of the event (including cleanup if applicable). A cash Security Deposit of three hundred dollars (\$300) will be paid one (1) month before the event; the difference will be returned after inspection provided no damage has occurred.

FHCWC disciples:

A flat fee of \$100 per event (event not to exceed 3 hours)

Additional fees:

Pastoral and personnel support requested will incur additional costs. The following fees may apply:

- Honorarium for officiating & eulogy: \$200-\$300
- Song & music ministry: \$100-\$250
- Staff support and clean-up: \$75-\$150
- Other fees may apply based on specific requests

Please get in touch with the Pastor or our administrative team if you are interested in any additional support outside of the facility use. info@fhcwc.org

The Pastors reserves the right to waive fees.

Cancellation and rescheduling:

The church must be notified at least two weeks prior in the event of cancellation. Should the event be postponed or rescheduled, the person responsible must resubmit two possible dates under the same terms. The Pastor reserves the right to cancel or reschedule an event at any time. Notification will be made two weeks before the event.

Agreement:

By signing this document, the person responsible agrees to the terms and conditions listed herein. Further, the person responsible understands that this agreement will go into effect only after the security deposit is received and this document is signed and dated by both parties.

Person responsible Signature

Date

Approver Name (Print)

Role

Approver Signature

Date