

CALVARY BAPTIST CHURCH

10 Martin Luther King Avenue

Morristown, NJ 07960

PH: (973) 267-9079 x233

FAX: (973) 898-1971

Date of application: _____

Date of approval: _____

Place a check by the facility you are requesting:Sanctuary ☐Mahalia Jackson Hall ☐Chapel ☐Kitchen ☐

REQUEST FOR USE OF CALVARY BAPTIST CHURCH FACILITY

This form must be completely filled out and returned to the Church Administrator; the church office will act on requests within two weeks. Applications will not be accepted more than twelve months or less than thirty day (ninety days if a wedding) in advance of the scheduled event.

**CALVARY BAPTIST CHURCH FACILITIES ARE NOT AVAILABLE
FOR MONETARY GAIN OR FUND RAISING BY ANY ORGANIZATION.**

Permission to use the building will only be given in writing. DO NOT make any commitment until such written permission is received (a copy of this form will be signed and returned to you).

The church reserves the right to deny the request of any individual/group.

Person who is responsible for arrangements, conduct of group, and clean up for group or organization:

Name: _____

Complete Address: _____

Telephone Number: _____ Name of Group: _____

Purpose of Group: _____

Purpose of Activity (describe in detail): _____

Date of Activity: _____ Number of People Expected to Attend: _____

Name of Insurance Company: _____ Policy#: _____

Event Date(s): _____ Rehearsal Date: _____

Time: From _____ to _____ Time: From _____ to _____

Set-up Date: _____ Number of Chairs: _____

Time: From _____ to _____ Number of Tables: _____

Other help requested (specify): _____

The following are general guidelines for the use of the building, equipment, and parking lot:

- 1 Service of food and beverage will cease at least ½ hour **before** the stated ending time of the activity.
- 2 All food and beverages must be consumed in the Mahalia Jackson Hall ONLY.
- 3 Food may be kept warm in the kitchen; it may not be prepared there, unless a member of the Calvary Kitchen Committee is preparing the food.
- 4 **Alcohol** and **smoking** are **prohibited** on all premises.
- 5 The use of tape, glue, tacks, and nails are prohibited on all walls, ceilings, and doors.
- 6 All caterers must be professional, licensed, and insured.
- 7 Your group/organization may be asked to furnish an insurance certificate in a prescribed amount or amounts insuring Calvary Baptist Church in respect of liability for personal injury or property damage.
- 8 In no event shall Calvary Baptist Church be responsible for anything lost or damaged by fire, theft, or vandalism.
- 9 The building must be vacated, cleaned and locked by 10:00 PM weekdays and 4:00 PM on Saturdays. Events that extend after 4:00 PM on weekends are subject to an after hours facilities maintenance fee.

Fees for use of the Mahalia Jackson Hall are follows:

1. Wedding Receptions: Under 200 people - \$500*
From 200 to 400 people (max) - \$625*

An additional \$200 refundable deposit fee will be charged for damage/misplaced items.
This deposit will be returned within 30 days of the event.

Fees

2. Special Occasions: Non-Member: \$150 Kitchen Access (additional \$75)
Member: \$115 Kitchen Access (additional \$60)

Checks may be made to the order of **Calvary Baptist Church**.

ALL FEES must be brought to the Church Office at least two weeks before the scheduled activity.

A fee of \$10 will be charged for any return check.

Signature of person personally responsible for the acceptance and performance of the agreement:

Signature of Responsible Party

Date

When signed below and returned to the applicant this shall be considered written permission to use the building as requested (or as modified below).

Church Administrator or Designated Person

Date

Mahalia Jackson Fellowship Hall
(sketch set-up below)

MLK ENTRANCE

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KITCHEN