

## **Nags Head Church** **Event Use Cover Letter**

You will be required to fill out a Buildings Use Agreement form available from the church office or on our website. Please fill it out completely and as far in advance as possible.

### **Fees and Deposits**

Depending on how much involvement your event requires from our staff, we may ask for a non-refundable \$50 building use fee. Most events do not require this fee. This fee covers the extra time that is required of our church staff to work with you to coordinate your event. Because of the tearing down and setting up of the stage and the cleaning of the building and the arranging of seating (if needed) the following deposits/fees will apply.

Cleaning: \$200 or \$400 depending on the time of your event (required deposit)

Stage: \$200 or \$300 depending on the time of your event (optional charge)

Chair set up and arrangement: \$100 or \$200 depending on the time of your event (optional charge)

One of our church staff will be assigned to coordinate with you. Once you have returned your Building Use Agreement Form, he/she will contact you and discuss the details of what you need and how he/she can best serve you.

The building will be cleaned before your event. If you choose to clean after your event, the cleaning deposit will be returned upon leaving the facility clean and ready for the next church function. If the timing of your event requires the building to be cleaned after 8pm on Saturday, a \$400 deposit will be required. The deposit will be retained if you choose not to clean after your event or if you do not clean adequately.

If you choose to have the stage cleared of all musical equipment, you will be charged \$200. If the timing of your event requires the stage to be reset after 8pm on Saturday, you will be charged \$300. Because of the nature of the clearing of the instruments and electronics from the stage, it will be handled by a member of the Band/Tech Team and is not a deposit but a charge.

If you choose to have the auditorium chairs rearranged in a way that requires heavy labor, you will be charged \$100. If the timing of your event requires the chairs to be reset after 8pm on Saturday, you will be charged \$200

Your deposit and other payments must be received 30 days in advance of your event.

### Equipment Use

We do not have a traditional organ or piano but our Korg Triton keyboard is fully capable of hundreds of voices, including organ and piano. It will be your responsibility to contract with an instrumentalist and to make arrangements for that person to become familiar with the instrument if needed.

If you need use of the sound and/or video system, you will be charged \$40/hr for each. A member(s) of the NHC Tech Team will be paid for these services.

If furnishings are to be moved, please notify in advance for any instructions.

### Other Policies

Please take care not to allow candle wax to spill on the carpet if you use candles.

Because the concrete floor in the auditorium is stained, no tape of any kind can be used on the floor. Please be sure that your photographer, videographer and decorator are aware of this policy.

Your care in protecting our facilities is appreciated. Please report any damages. You will be required to pay for any repairs necessary to the building or grounds.

## Buildings Use Agreement for Non-Church Group Use

Nags Head Church seeks to be a community minded congregation, and as such welcomes certain non-sectarian, non-profit groups to use our facilities when available. Please read the necessary regulations for building use below, and have the responsible party sign and date if in agreement with our policy.

1. The first priority usage of the facility is for church functions. For on-going usage, you may be pre-empted if the building is needed by the church during your regular time. The church will make every attempt to notify you in advance so you can make other plans.
2. If you are taking the responsibility for cleaning up, please leave it as you found it. Otherwise you will be charged a cleaning fee.
3. There is to be no smoking in the buildings or consumption of alcohol on the church premises. If there are smokers in your group, please provide an ash can for them outside.
4. Make sure lights are off and doors are locked when you leave!
5. Please limit your use to the areas of the facilities you have requested.
6. If you use the kitchen, please leave it clean. If you use any kitchen supplies, replacement is appreciated.
7. Any damages to the building and property must be immediately reported to the church office, and the group will be responsible for reparation of damages.
8. Unfortunately, our storage space is severely limited. You may not leave materials, food, etc. here.
9. IF you are given a key and a security password, please return the key when your use of the facility is finished.
10. Areas of the church building that are off limits for use include the Office Suite, "Green Room" and Nursery Suite located on the first floor.
11. We do not charge a fee for most non-profit functions. However, if your group would like to make a donation to our Building Fund, while not a requirement, it is appreciated.

*Please return pages 4-5. Keep pages 1-3 for your assistance.*

**Nags Head Church**  
**Event Facilities Use Agreement**

**Personal and Event Information**

Your Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Best Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Organization Name:** \_\_\_\_\_

Purpose for requesting facilities use: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date(s) & time(s) facilities are needed: \_\_\_\_\_

\_\_\_\_\_

Expected number of people: \_\_\_\_\_

*I have read the church's policy on facilities use and agree to respect the policies and procedures as outlined.*

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

Office Use Only

Date received: \_\_\_\_\_

Deposit Check received: \$ \_\_\_\_\_

Date received: \_\_\_\_\_

Deposit is for : (check/circle)

\_\_\_ Cleaning: \$200 \$400

\_\_\_ Stage: \$200 \$300

\_\_\_ Chair set up and arrangement: \$100 \$200