



ST. LUKE

CHRISTIAN CHURCH

FACILITY USAGE PACKET

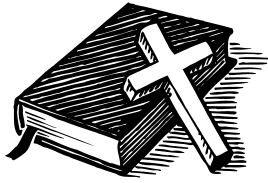
1800 Sparkman Drive
Huntsville, Alabama 35816
(256) 721-1294
www.stlukecchsv.org

Steps for Completing This Packet

1. Complete the packet in its entirety. If you have any questions, please contact the church office at 256-721-1294 ext. 0.
2. Submit the completed packet to the secretary's office (adjacent to The sanctuary's entrance) during office hours: Monday—Friday 9:30 a.m.—4:30 p.m.; or Wednesday evenings at 6:00 p.m.
3. If you are not contacted within one week of submitting your facility Usage packet, contact one of the persons listed above.
4. Upon receiving approval of the request, submit your deposit (when applicable) to secure your date. *Facility usage requests are not reserved until the required deposit is secured.*

OTHER INFORMATION

- Music for any event must be approved by our Music Director, Rev. Keane Johnson. Please contact Rev. Johnson at 256-721-1294 to schedule an appointment to discuss the music that will be used for your event.
- Decorating for any event will be allowed no earlier than one hour prior to the rehearsal or event day. However, there may be times when decorating will be allowed for an earlier time frame. Contact the church office for more information.
 - Decorations must be removed immediately following your event.
 - Decorations should be secured with string, ribbon, or any other non-adhesive material. Glue or tape will not be allowed on the furniture.
 - Candles must be non-drip or secured by something that will prevent wax from dripping on the carpet and furniture.
 - Audio personnel will be available if needed.



St. Luke Christian Church

FACILITY USAGE POLICIES

SECURITY AND LIABILITY

St. Luke Christian Church, Inc., its' Pastor, officers, and / or members assume **NO LIABILITY nor RESPONSIBILITY** for accidents, injuries, or any other occurrence for child / children and / or adults who attend your event. St. Luke shall not assume responsibility for the damage or loss of any merchandising articles brought to the facility during your event.

GUARANTEE

Your signature below signifies that you understand that all St. Luke Christian Church events / activities **supersede** your facility usage request. You are also acknowledging that you understand this request is not valid until the required deposit (when applicable) has been secured.

Signature

Date

Date submitted _____

**THIS FORM MUST BE SUBMITTED AT LEAST ONE MONTH IN
ADVANCE OF THE EVENT / ACTIVITY.**

Church Sponsor (non-members only) _____

TYPE OF FUNCTION _____ DATE OF FUNCTION _____

REQUESTOR'S NAME _____

REQUESTOR'S TELEPHONE _____

EMAIL ADDRESS _____

TIME FRAME (S) REQUESTED _____

DO NOT WRITE BELOW THIS LINE

FOR OFFICE USE ONLY

- Date cleared through *Pastor's Assistant for Administration* (Rev. Kerry Warner) _____
- Date cleared and through *Facility Usage Coordinator* (Umeeeka Smith) _____
- Trustee approval _____
- Deacon Approval / Trustee approval _____
- Facility Use **Deposit** Amount \$ _____ Date Paid _____
Method of Payment cash check check number _____
- Minister of Music _____
- Media Ministry _____
- Cleaning _____
- Usher Ministry _____
- Parking & Security Ministry _____

FACILITY USAGE MENU

Check all areas that apply to your facility usage request:

- Sanctuary
- Gym
- Kitchen Area
- Meeting Rooms
- _____ Sanctuary _____ Gym
- Picnic Grounds

I will need the following:

_____ DVD Player _____ Speakers & Microphones

- Sound and Audio Coordinator (for sanctuary usage only)

Terms of Agreement:

This event has been coordinated through _____ and approved by Deacon _____, Trustee, _____ and Pastor T.C. Johnson. All fees related to this event are set forth as follows:

- Ticketed Event: Facility Usage fee shall be \$2.00 per ticket sold. The minimum fee amount is \$750.00.
- A \$250.00 deposit is due upon the signing of this contract. The remaining balance due is to be settled prior to the close of concert.
- Promoter shall be responsible for all fees and expenses related to the artist (_____) and the promotion of this event.
- Promoter may use existing St. Luke media equipment (audio/video) and instruments or shall provide own.
- St. Luke shall provide: ushers, parking/security, media tech and support for event.
- St. Luke may serve as a ticket sales venue.

Promoter

St. Luke POC