



The John Calvin Christian Reformed Church is available for weddings, memorial services, funerals, church services, concerts, meetings and other functions. Any request for use of the church facilities must be made in writing (see Application for Use of Church Facilities below) to the Clerk who will take it to Church Council for their approval.

Fees:

1. There shall be no fee for the use of the facilities by its members for 'open' functions. 'Open' functions are those that are initiated by the Pastor, Church committees, Church Task Groups, Choir or the Youth Group to carry out the business of the Church or a member where the congregation is invited.
2. The following fees are requested for the use of the facilities by non-members for any function, and by members for 'closed' functions. 'Closed' functions are those initiated by a member and the congregation is not invited. Council reserves the right to charge a fee depending on the nature of booking.

	Suggested Fee (daily):	Regular Users:
Sanctuary:	\$50	If a group uses the church regularly (ie weekly) it is suggested they pay \$50 a month.
Fellowship Hall and Kitchen*:	\$50	
One Classroom:	\$20	
More than one Classroom:	\$50	

***Exception:** If the Church's Social Committee has been engaged to serve a meal then no fee is expected for use of the Fellowship Hall and Kitchen.

3. Monies collected will be used to help maintain and enhance the church facilities including church infrastructure, equipment (ie Sound & Multimedia systems) and instruments.
4. Fees may be given to your church contact, or mailed to:
John Calvin Christian Reformed Church
Church Treasurer
P.O. Box 711
Truro, NS. B2N 5E5



Regulations:

1. Any request for use of the church facilities must be made in writing (see Application for Use of Church Facilities below) to the Clerk of Council. Sufficient notice (preferably 4 weeks) must be given for the Clerk to take the request to council.
2. The Chair and the Clerk of Council must approve any request for use of the church facilities. They may decide to bring a request to the entire Council. They have the right to deny a request if the purpose of the function does not fall into what the council deems is acceptable use according to Church principals.
3. The use of the facilities shall not interrupt the normal functions of the Church.
4. The use of the facilities may be revoked on relatively short notice if the Church is required for a Funeral or other Special Service that may be required.
5. It is expected that the facility be treated with the utmost respect, remembering that it is primarily a place of Christian worship. All damages will be charged to the applicant.
6. Only qualified members of the John Calvin Christian Reformed Church are permitted to operate the Sound System and Multimedia System.
7. The renter (with the help of the Church Council) must arrange for the church to be opened prior to their function and closed afterwards.
8. All arrangements regarding the function, e.g. officiant, music, sound, multimedia, etc, are the responsibility of the applicant. Additional fees may apply and are at the discretion of the person being engaged.
9. No Smoking is permitted within the Church or on the church property.
10. Alcohol consumption within the Church is not permitted except for wine used for sacramental purposes.
11. Clean up is required immediately. This includes:
 - Vacuum rugs,
 - stack chairs & tables -return room setup to its original format
 - wash kitchen floor and bathroom floors
 - wash and put away dishes and cutlery,
 - haul away garbage.Failure to properly clean up the facility could mean that your next application to use the church is refused.
12. Occupancy is limited to 200 persons (Fire Department Restriction). The Sanctuary normally holds approximately 160 people. Additional seating must be arranged in advance if it is expected.



Application for Use of the Facilities:

Name of Applicant or Organization:	
Phone # of Applicant /Contact Person:	
Contact Email Address:	
Date of Event:	
Start Time of Event:	
End Time of Event:	
Brief Description of Event:	
Space Requested: <input type="checkbox"/> Sanctuary <input type="checkbox"/> Fellowship Hall and Kitchen <input type="checkbox"/> One Classroom <input type="checkbox"/> More than one Classroom:	
Additional Comments/ Questions:	

- ✓ Completed applications should be given to the Clerk of Council:
 - Leona Verboom Email: verboomtransport@hotmail.com
- ✓ Alternatively they can be given to the Chair of Council.
- ✓ Council meets once a month so please submit your application as early as possible.
- ✓ Normally the decision to accept a booking (or not) will be made by the Clerk of Council and the Chair of Council together. If there is an unusual request they may decide to bring the request to council. Therefore you are requested to submit any requests for booking as soon as possible.