



Calvary Knoxville Facility Usage Fees

Wedding Events:

Members: Non-members:

Facility Usage Fee <i>(Includes Rehearsal / Dinner & Wedding Ceremony):</i>		\$100	\$150
Cleaning Fee:	Under 75 people:	\$100	\$150
	75 to 150 people:	\$150	\$200
	Over 150 people:	\$200	\$250
Sound/Tech Engineering		\$100	\$150
Total Wedding Fees:	Small (under 75 people):	\$300	\$450
	Medium (75 to 150 people):	\$350	\$500
	Large (over 150 people):	\$400	\$550

Non-wedding Events:

Members: Non-members:

Facility Usage Fee		\$50	\$100
Cleaning Fee (per room)	Weekday Use	\$ 0	\$ 50
	Weekend Use (Fri-Sun)	\$50/room	\$100/room
Sound/Tech Engineer (if needed)	Weekday Use	\$ 0	\$ 50
	Weekend Use (Fri-Sun)	\$50/up to 3 hrs	\$100/up to 3 hrs

General Policies:

- **We require all fees to be paid upfront at the time of reserving the facility. The facility will not be reserved until all fees have been paid.** If paying by check, please make the check out to Calvary Knoxville for the Facility Usage Fee. Additionally, please make out separate checks for cleaning and sound/tech engineer services, making checks payable directly to the person the church has designated as the cleaning person and sound/tech person for the event(s). Please check with the church secretary regarding who to make the checks out to.
- Wedding parties will need to schedule a wedding rehearsal and/or dinner on a Friday night prior to a Saturday wedding (or Thursday night rehearsal prior to a Friday wedding). The wedding party will be expected to clean and set up the church facility themselves after the rehearsal night in preparation for the next day's wedding events. Optionally, the family may opt not to clean up after the Rehearsal / Dinner and have the church staff do this instead for an additional cleaning fee of \$50/room used.
- If any sound/technology services are used, the Sound/Tech Engineer serving the event must be either a Calvary Knoxville designated staff person or a person approved by Calvary Knoxville to run the sound & technology equipment. The Sound/Tech Engineer will also clear and set the stage, if necessary.
- All use of Calvary Knoxville facilities shall be in line with Calvary's beliefs.
- Calvary Knoxville facilities will not be used for hosting business meetings.
- Use of the facilities for personal reasons i.e. baby showers, birthday parties, etc. will be limited to church members only, based on availability. The priority use of the building will be for ministry-related events. Members shall provide their own necessary supplies for their own personal events (plates, cups, plasticware, etc.).
- Sanctuary chairs may not be re-arranged. (Calvary Knoxville has a limited inventory of chairs available. Please discuss seating needs with the church staff.)
- Max Occupancy for Wedding Ceremony: 550
- Max Occupancy for Wedding Reception: 250 (w/ seating at tables) 550 (without seating at tables)