



NAGS HEAD CHURCH

Revealing the glory of God for the good of people everywhere

Event Use Cover Letter

To utilize our facilities, you are required to complete the Buildings Use Agreement form, which is accessible on our website. Please submit this form fully completed and well in advance of your event.

Fees and Deposits

Depending on the level of staff involvement required for your event, we may impose a non-refundable \$50 building use fee, although this does not apply to most events. This fee is intended to cover the extra time our church staff spends coordinating your event. The following deposits and fees may apply, based on your event's requirements for stage modification, building cleaning, and seating configuration:

- **Cleaning Deposit:** A required deposit of \$200 is standard, increasing to \$400 for events concluding after 6 PM on Saturday, to accommodate for additional cleaning needs.

The building will be cleaned prior to your event. If you opt to handle post-event cleaning and leave the facility in ready condition for the next function, the cleaning deposit will be refunded. The higher deposit of \$400 is specifically for events that end after 6 PM on Saturday and will be kept if the post-event cleaning is declined or does not meet standards.

- **Stage Modification:** An optional charge of \$200, which increases to \$300 if your event necessitates stage reset after 6 PM on Saturday.

Removing musical equipment from the stage incurs a \$200 charge, or \$300 for events requiring this service after 6 pm on Saturday. This task is handled by a member of our Band/Tech Team and constitutes a direct charge, not a deposit.

- **Chair Arrangement:** A fee of \$175 applies for either setting up or taking down chairs, with each activity billed separately. For events requiring chair rearrangement after 6 PM on Saturday, the fee increases to \$275 per activity. Note that if both setup and take down are needed, two separate fees will be charged. This is an optional charge.

Chair rearrangement involves a \$175 charge for either setup or take down. For events ending after 6 pm on Saturday that require chair rearrangement, the charge is \$275 per activity. If both services are needed (setup and take down), each will incur a separate fee.

Upon receiving your Building Use Agreement Form, our facilities administrator will contact you to discuss your specific needs and how we can best accommodate you.

All deposits and fees must be paid 30 days prior to your event.

Equipment Use

We do not have a traditional organ or piano but our keyboard is fully capable of hundreds of voices, including organ and piano. It is your responsibility to hire an instrumentalist familiar with this instrument if needed.

Use of our sound and/or video system is billed at \$40 per hour for each service, with payments made to our NHC Tech Team members.

Please notify us in advance if you need to move any equipment or instruments.

Other Policies

To protect our facilities:

- Avoid candle wax spillage on carpets.
- Do not use tape on the auditorium's stained concrete floor.
- Inform your photographer, videographer, and decorator of our policies.
- Report any damages immediately; you will be responsible for repair costs.

Buildings Use Agreement for Non-Church Group Use

Nags Head Church, embracing community involvement, welcomes non-sectarian, non-profit groups to use our facilities, subject to availability. Please read the necessary regulations for building use below, and have the responsible party sign and date if in agreement with our policy.

1. Church functions have priority. You may be notified to relocate if the church needs the facility. The church will make every attempt to notify you in advance so you can make other plans.
2. If you are taking 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 at least 50 feet from the building.
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 please return the key when your use of the facility is finished.
10. The Office Suite, Remote Viewing Room, and Nursery Suite are off-limits.
11. We do not charge a fee for most non-profit functions. However, if your group would like to donate to our Building Fund, while not a requirement, it is appreciated.

Please keep this for your records. The online building use form can be found on our website: www.nagsheadchurch.org.