

Building Use Request for Concerts and Performances

Today's Date _____

The Chapel of the Cross

304 E. Franklin Street, Chapel Hill, NC 27514

Phone: 919-929-2193 Email: info@thechapelofthecross.org

In order to reserve the space, please provide the following information and return the form(s) to the church for approval, along with a check for \$100 made out to the Chapel of the Cross.

Name of Group: _____

Person(s) making request: _____

Email: _____ Phone: _____

Parish Sponsor (must be a member or staff of the Chapel of the Cross) _____

EVENT DETAILS: **Single day Concert** **Concert Series**

Date(s) of event(s):

Is this a ticketed event? _____ Ticket Price? _____ Donation requested? _____

Performance Time _____ Rehearsal Time(s) _____

Space Requested (Church, Chapel, Great Hall) _____

(Please provide a diagram/description of setup if using the Great Hall)

Estimated Number of people attending _____ Adults _____ Children

Will you be using additional instruments? (piano, harpsichord, tympani, etc)? If so what time is delivery and load out scheduled? _____

Will you be holding a reception following the concert? (Additional charge) _____

Request for reception space: Great Hall Library (Please provide a diagram of setup for reception space)

Who will cater the reception? _____

Will you be serving alcoholic beverages? _____

Will you require audio/visual setup for the concert? yes no (projector, sound system, microphones)

Will you require audio/visual setup for the reception? yes no (projector, sound system, microphones)

(Additional charges may apply)

(over)

I understand and agree to the rules and policies set forth by the Chapel of the Cross as established in the **Building Use Policy**. I/we accept responsibility for a custodial fee (minimum of \$50) if the facilities used are not left in accordance with rules and policies as set forth on the Building Use Policy. **I/we hereby release the Chapel of the Cross from any and all liability, past, present and future, arising from use of the church building. I have read and understand the policies as stated in the Building Use Policy.**

We may charge an additional fee for lengthy rehearsals and/or related events such as workshops or master classes.

Signature _____ Date _____

For Office Use Only

The above application is hereby APPROVED under the conditions as described.

Room(s) reserved _____

Signature of Parish Sponsor

Date

Scheduled on calendar

Chapel of the Cross Building Use Policy For Concerts and Performances

The Chapel of the Cross makes its worship and gathering spaces available to local and touring musical groups for a nominal fee. The church and chapel are first and foremost worship spaces. The following are conditions for use of the building by musical and performance groups.

(We have separate policies for community non-profit event and for receptions, wedding parties, seated dinners, retreats and board meetings, for-profit and corporate gatherings, and other catered events. Please call the church office for more information.)

1. Scheduling

- a. All concert requests must be made in writing with the chief administrator (919.929.2193) by a contact person authorized to represent the group.
- b. All groups must have a member of the parish or staff willing to sponsor them.
- c. Any changes in schedule or contact persons must be communicated to the parish administrator.
- d. Parish events have precedence for building use.

2. Parking

- a. No parking is allowed in reserved spaces, even if the lot is empty when you come or depart. Audience members should use the Morehead lot or city lots.
- b. Please discuss special parking needs for guest performers or instrumentalists with the chief administrator when you make your reservation.

3. Entrance and Access

- a. COTC reserves the right to charge for lengthy rehearsal sessions, receptions, and other events associated with concerts or performances, such as workshops or master classes.
- b. Please indicate when you will need rehearsal space and when large instruments will be delivered and removed.
- c. Entrance to the building will be through the main entrance door or through the main entrance to the performance space.
- d. Security of the building is important. After business hours, your key card will only work during your assigned time slot. Staff will unlock performance space for you; you will not need a key to any rooms in the church.
- e. For your safety, limit your group's use of the building to the room (s) assigned to you. All other areas of the church are off limits.
- f. The kitchen is closed to outside groups unless you have rented reception space. Please do not plan to use the church's coffee or other supplies.
- g. Playground: Children may use the playground with supervision. **Children are not to be left unattended at any time inside or outside the building.**

4. Smoking—The Chapel of the Cross follows UNC smoking policy, prohibiting smoking within 100 feet of our buildings.

- a. No smoking is allowed in the buildings, in the cloister/courtyard, on the playground or on the terrace or porches.

- 6. **Charges for programs** are not permitted without specific permission by the parish administrator.
- 7. **Submit publicity** to the chief administrator. Deadline for publication in weekly bulletins and emails is noon on Monday.
- 8. **We will consider fund-raisers** on a case by case basis. Groups proposing fund-raisers must have a written plan for how the fund-raiser will work. The plan must give consideration to preparation for the event including upfront costs, other organizations that are being solicited, publicity, and the target audience for the fundraiser. Applicants should not assume COTC will supply any funding, ingredients or supplies, labor, publicity, or people to purchase goods or services. You must have a parish sponsor. If kitchen use is part of the plan, you must have kitchen training by the COTC kitchen manager.
- 9. **Religious services** are not permitted without the permission of the rector.
- 10. **Alcoholic beverages** may not be consumed on the premises without permission of the parish administrator.
- 11. **Insurance**
 - a. Evidence of current liability insurance is requested at the time of scheduling
 - b. Questions regarding insurance should be directed to the parish administrator

I have read and accepted these understandings as conditions of our group's use of space at the Chapel of the Cross.

Signature _____ Date _____

—

Group Name _____

For Office Use Only:

Meeting Time(s) _____

Assigned Location(s) _____

Kitchen Training _____