



1777 West Chatham Street, Cary North Carolina 27513

## Peace Facilities Use for Recitals

### CONDITIONS

Use of the Peace Presbyterian Church (Peace) facilities will be extended to members of Peace Church, their immediate family, and non-members for musical recitals subject to provisions of the Building Use Policy where applicable.

### REQUESTS

- Requests are made via the Peace website ([peacepca.org/facilities-calendar](http://peacepca.org/facilities-calendar)).
- Preliminary scheduling will be with the Administrative Assistant, who will:
  - Ensure availability on the calendar
  - Coordinate requests for approval
- Approval is initially given by the Pastor of Worship. Some requests may be referred to the leadership of the church for approval and therefore will take longer (30 days).
- Reservations will be placed on calendar no more than six (6) months in advance for members
- Reservations will be placed on calendar no more than three (3) months in advance for non-members
- Church/Ministry events take precedence over private recitals, and recitals may be asked to reschedule (funeral, worship service, congregational meeting, wedding, etc.). This is unusual but not unprecedented.

### ROOM USE

- Use of facilities will be limited to the public areas including:
  - Sanctuary
  - Music Room (C101)
  - Rest rooms
  - Foyers and hallways
- Use of facilities for a reception (Fellowship Hall and/or Kitchen) would be an additional request.
- Included in the fee is use of the room for both a rehearsal and a recital.
- Use of all equipment and instruments (grand piano, electric piano, bass guitar, cajon, cymbal, amplifiers, microphones, floor monitors, personal monitor units, soundboard, computer/screen, Sound or A/V Tech, etc.) must be specified in advance.
- As far as chairs, tables, music stands and other furniture, please advise in advance what is needed so that arrangements can be made.
- Once the reservation is confirmed please contact the Pastor of Worship to discuss details at (919) 467-5977.

## FEES

- Fees are charged to offset costs associated with the maintenance of the facility and equipment
- Fee is due within 15 days of approval of the request.
- Fee will be refunded if the event is cancelled in writing 30 days or more in advance OR if the recital must be cancelled to accommodate a church event.
- If a sound tech is requested, a fee will be expected for their services, paid directly to the sound tech
  
- **Peace Church Members and their Immediate Family**
  - Membership status at time of reservation applies
  - Fee for the Sanctuary (\$100) or Music Room (\$25)
  - Additional voluntary offerings will be welcome
  
- **Non-Members (including Regular Attenders)**
  - Fee for the Sanctuary (\$200) or Music Room (\$100)
  - \$50 of the above applicable fee is refundable after the event if everything is found to be in good condition.
  - Additional voluntary offerings will be welcome

## SET UP AND BREAKDOWN

- Peace Church is not a public venue business but is a house of worship and ministry. There is no dedicated staff available to setup for events. Please understand that use of the facility will require the user to perform setup, breakdown and cleanup activities. Room use is a “do-it-yourself” (DIY) activity. The general rule is leave it as good or better than it was found.
- If chairs, tables, music stands and other furniture are used, please clean and return all items to their original location or place in the closets designated for them.
- If food or drink is part of the event, then the serving tables should be placed on hard flooring versus carpeting, if possible. All food trash must be removed to the dumpster after the event. Please advise the staff of any food or drink messes ASAP.
- **Please request permission to move music and A/V equipment** (microphones, amplifiers, Stage boxes, cables, DI boxes, etc.). Put them back where they were found. Report all incidents of damaged or non-working equipment.
- **Special Note: Do not move the grand piano or pulpit.** Peace Church reserves the right to move the piano and pulpit. Requests for removal or movement will be reviewed. Not every request will be granted.