



Event Policy

(For memorials see the Memorial Policy)

Events are one time uses of the Harmony facilities for activities other than teaching, training and/or meditating such as family celebrations (weddings, vows, etc.) For memorial services see the Memorial Policy.

1. No alcohol is permitted on the premises for any reason.
2. The event must be for an active member of Harmony Fellowship or for a person in the immediate family of an active member.
3. The event must be scheduled at least 30 days in advance by the submission of a "**Harmony Fellowship Event Request Form**" through the Harmony web site or to any Board member.
4. There will be a \$200 deposit which will be returned if the facilities are left in the pre-event condition and no damage is incurred.
5. There is a \$500 minimum fee to cover up to five hours of facility usage (that can be divided between rehearsal or event preparation one day and the event the next day).
6. If the activities go beyond five hours there will be an additional \$100 for each additional hour.
7. This fee covers a Harmony Fellowship representative being onsite to open the Fellowship and secure it after the event. This does not include minister fees, musician fees, a sound person, or any other labor. If the Harmony sound equipment is used the sound person must be approved by the Harmony Board.
8. The tables and chairs may be used but the renter is responsible for setting them up and then replacing them as found before the event.
9. The renter may bring in their own caterer. None of the Harmony kitchen equipment or supplies shall be used. The kitchen and Fellowship area must be left in the pre-event condition.
10. The one scheduling and signing for the event will be responsible for any damage incurred as a direct result of the event.
11. The premises must be left in the pre-event condition.



Event Request Form

All programs offered at the Harmony Fellowship of Fort Worth Inc. must be for the direct benefit of Fellowship members and must be in alignment with the stated Vision, Mission, and Principles.

Submission date:

Active **Harmony Fellowship** member proposing event:

Phone number:

Email address:

Proposed event date(s) and time(s):

Description of the event:

Completed forms can be emailed to info@harmonyfellowshipoffortworth.org or given to any Board member.

Requests are reviewed on the second Monday of each month. If a quicker answer is needed, please indicate that when this form is submitted.

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