



“Jesus Is The Light Of The World”  
**Mount Calvary Community Church**

“A Spiritual Church of Christ”  
www.mtcalvarycommunitychurch.org

Rev. Roy Johnson  
Founder  
Rev. Malva J. Taylor  
Assistant Pastor, Emeritus  
Melvin McPhaul Sr.  
Trustee Chairman  
Bernard Turnbo, Jr.  
Operations Director

**Funeral Request Form**

Date Requested: \_\_\_\_\_ Time: \_\_\_\_\_

Name of Deceased: \_\_\_\_\_ Church Member?  Yes  No

Point of Contact Name: \_\_\_\_\_ Church Member?  Yes  No

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Minister's Name: \_\_\_\_\_

If Guest, Minister's: \_\_\_\_\_ Phone: \_\_\_\_\_

Repat on site:  Yes  No Time-From: \_\_\_\_\_ To: \_\_\_\_\_  
(if using facility, please complete facility request form)

We agree to comply with church rules and regulations regarding funerals and repast. We understand that the church is not responsible for the loss or damage to personal property used in the Funeral or repast.

POC Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** Date of funeral will not be confirmed until this form is returned to the Operations Department with correct deposit (s), if applicable. Reverse side has fee information. If you are a member, there are no fees associated.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Operations Department)

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Trustee Chairman or Designee)



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**Funeral Fees (Non Member)**

To cover the cost of utilities and maintenance the following charges will be made. Charges must be paid when your date is confirmed on the church calendar.

Use of the Sanctuary: \$500.00

Date Paid: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Use of Multi-Purpose Room: \$300

Date Paid: \_\_\_\_\_ Receipt #: \_\_\_\_\_

All Checks are payable to Mt. Calvary Community Church. Please place your name in the memo line.

There is \$100 cleaning deposit fee which is refundable if space rented is returned to it's original state as deemed by the Operations Department.

**Responsibilities after Building Use**

Please note that it is the responsibility of the group or individual using the facility to set up, clean up and return the facility to normal setup after the approved event or activity.

1. Collect all garbage into bags and bring it out to the dumpster located in the lower level parking lot.
2. Wipe off tables. If food or drink is involved, wipe all tables clean using a mild soap and water solution. If stains occur please notify office so correct cleaning solutions can be used to remove stains.
3. Return all tables, chairs, and other equipment to their proper places after your event. Return all rooms used to their normal set up.
4. If using the kitchen, please wash and dry all dishes used and return them to the correct cupboard. Take all extra food and beverage with you unless specific plans for usage have been made. Wipe counters and leave kitchen clean and ready for the next use.
5. Sweep floors and mop as needed. Report any damage to equipment or property promptly to the office.
6. Remove any items put up on the walls or set out in connection with your event.
7. If the building is not in use when finished, please check that all doors are locked, windows are closed, and lights are off. Then lock up if you have a key. ( Set the alarm if you are the last person leaving .) If you do not have a key, please contact the designated person at least 30 minutes before the end of your event to lock door and set alarm.

\*Please return these to the kitchen when you are done using them. Used towels and washcloths can be left in the kitchen. They will be picked up and washed regularly.

**KITCHEN ETIQUETTE**

1. Check with Operations Department for availability of date desired.
2. There could be more than one activity that uses the kitchen in the same week. Therefore, we request that you check with the Operations Department before you bring your supplies to the kitchen.
3. Please return items to designated cupboards. Cupboards are labeled for your convenience.
4. Please take home all food and beverage items. We have limited space to store these in our one refrigerator.
5. **Clean-up:** Please do all dishes, put them away, wipe counter tops and stove, clean sink and sweep floor if needed.  
**Trash:** Collect all garbage into bags and bring it out to the dumpster located in the lower level parking lot.

Thank You for your co-operation. Help us with these guidelines. This will allow us to better serve the needs of everyone who uses the kitchen. If you have any questions, you may contact the Operations Department.