

# Homegoing Celebration



## New Life At Calvary (NLAC)

### Home Going Celebration and Repast Information

Losing a loved one is never easy. We are here to assist you in celebrating the life of your loved one. At New Life At Calvary you are able to have your Home Going Celebration and your Repast at our church. We also offer bereavement counseling if you or a member of your family needs those services. As with every event, there are requirements of everyone to host an event at NLAC. In order to have a Home Going Celebration at NLAC, we require everyone (Active Covenant Partners and Non-Members) to do the following:

1. Complete the facilities application form and secure your date(s). Put your deposit down (See fee list).
2. Choose which Pastor you desire to assist you with your Home Going services. Speak directly to that Pastor.
3. Schedule a meeting with the chosen Pastor.
4. Please remember that there are fees associated with every event at NLAC. We have fees for Active Covenant Partners and Non-Members. Member fees are usually at a discounted rate, but there are still fees associated with each event. You cannot decide to become a Covenant Partner just to get the discount. Non-Active Covenant Partners will be required to pay the non-member fees unless special approval is given by Session.
5. Our Session approves every event, including Home Going Celebrations. Please submit your information in a timely manner. If you are using your own cooks for your event, those persons must be listed in this packet.

**Please remember to contact your desired funeral home to begin those preparations.**

6. You will be charged a fee for damages incurred to the Church property during your event.

#### Please know that the following rules apply to all:

1. No alcoholic beverages, drugs, marijuana, or any illegal products are to be brought into, or used on the premises. Please inform your guests not come to our church high or drunk.
2. No unruly behavior, fights, cursing, or any types of violence are acceptable and will not be tolerated. We will call the police.
3. You are responsible for providing all your own supplies, plates, napkins, forks, spoons, cups, tablecloths, etc.
4. During Covid: The Sanctuary accommodates 200 people. The Fellowship Hall Accommodates 70 to 75 people. The Gym accommodates 100 people.
5. All kitchen crew members must use gloves, wash, and sanitize hands, wash and clean all church items used and return those items to the original location and provide the proper sanitation when cooking and preparing food. Please store food as recommended.

**Home Going Information:**

Full Name of The Deceased: \_\_\_\_\_

Birthdate of The Deceased: \_\_\_\_\_ Date of Date: \_\_\_\_\_

Was the deceased an Active Covenant Partner\_\_ Non-Active Covenant Partner\_\_ Non-Member\_\_

Home Going Celebration Date: \_\_\_\_\_

Will your Home Going Celebration be held at NLAC? Yes No if not where?

Chosen Funeral Home: \_\_\_\_\_

Viewing Date and Hours: \_\_\_\_\_

Bereavement Counseling: We will need Bereavement Counseling: Yes No

Scripture Readers: \_\_\_\_\_

Singers: \_\_\_\_\_

Who is creating your program? \_\_\_\_\_

Do you need information from the Church regarding membership dates, ministries served etc.?  
\_\_\_\_\_

Will you have a time of testimonies? \_\_\_\_\_

Will there be a committal? If so, where, and when? \_\_\_\_\_

What are the colors of your Home Going Celebration? \_\_\_\_\_

Which room do you desire the Home Going Celebration to be? (Chapel, Sanctuary, Other)

Will you be using any decorations? Yes No Will you hang any decorations? Yes No

***(Please do not use any nails or tape that will damage any surface)***

Will you have your Repast at our NLAC? Yes No if no, where? \_\_\_\_\_

Are you expecting the Pastor to attend your repast? Yes No

Is there any other information, regarding your Home Going Celebration, that is not listed above that you need the Pastors or the church to know? \_\_\_\_\_

Name of the Person Planning the Home Going Celebration: \_\_\_\_\_

(Check One) Active Covenant Partner \_\_\_ Non-Active Covenant Partner \_\_\_ Non-Member \_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

**Event(s) you are having at NLAC**

- Home Going Celebration Only
- Repast Only
- Home Going Celebration & Repast
- Other: \_\_\_\_\_

**Room(s) Are You Requesting to Use**

- Sanctuary
- Gym or Garden
- Fellowship Hall
- Kitchen
- Chapel

**List of Fees:**

**Active Covenant Partner Home Going Celebrations**

- \$0.00 Pastor's Fee
- \$75.00 Per Musician/Singer (Required)
- \$25.00 Housekeeping Fee (Required)
- \$0.00 Sanctuary and Gym Fee
- \$75.00 Security Fee/Person (Required)
- \$0.00 Fellowship Hall and Kitchen
- \$0.00 Gym (or Garden) and Kitchen
- \$0.00 Program Fee (very simple program)
- \$\_\_\_\_\_ Total**

**Non-Member Home Going Celebrations**

- \$100.00 Deposit (Required)
- 100.00 Pastor's Fee
- \$100.00 Per Musician/Singer (Required)
- \$25.00 Housekeeping Fee (Required)
- \$500.00 Sanctuary (Required)
- \$75.00 Security Fee/Person (Required)
- \$350.00 Fellowship Hall and Kitchen
- \$350.00 Gym (or Garden) and Kitchen
- \$75.00 Program Fee (very simple program)
- \$\_\_\_\_\_ Total**

The normal use for a Home Going Celebration and Repast is 4-5 hours.

The normal use for a Home Going Celebration is 2-3 hours

Tables and Chairs: I/We will need to use approximately \_\_\_\_\_ tables and \_\_\_\_\_ chairs

Are you cooking your own food for your Repast? If yes, who is your designated kitchen crew?

Names: \_\_\_\_\_

**Who is responsible for making payments?** \_\_\_\_\_

**Total Cost of The Event** \_\_\_\_\_

*(Deposit is required to secure your date and is not refundable. You may receive an additional bill if damages occur to any church property.)*

Deposit: \_\_\_\_\_ Date: \_\_\_\_\_

Payments: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

***I/We agree and state that I/We have read and thoroughly understand the requirements set forth governing the use of church property and that I/We do accept full responsibility and will comply with all requirements as they apply to My/Our use of said property, including paying for any damages.***

Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_