

Request For Use Of Church Property For Wedding

Name: _____ Member: Yes _____ No _____

Address (if not a member): _____

Phone Number: _____ Email: _____

Fiancé Name: _____ Phone Number: _____

Date of Wedding: _____ Time: From _____ To _____

Date of Rehearsal: _____ Time: From _____ To _____

Reception held in Fellowship Hall: Yes _____ No _____

Time: From _____ To _____

Requesting Services of: Sound Technician _____ Organist _____

Name of Minister (If not current Church Pastor): _____

Final Fees:

Deposit (refunded) \$ _____

Sanctuary \$ _____

Fellowship Hall \$ _____

Wedding Day Coordinator \$ _____

Rehearsal Coordinator \$ _____

Sound Technician \$ _____

Organist \$ _____

Custodian \$ _____

Total \$ _____ Due By: _____

Received By (please print): _____ Date _____

I have received a copy of my responsibilities (both sign): _____

Approved By: Pastor/Secretary _____ Date _____

Property Team Leader _____ Date _____

Persons Wishing To Use Church Properties For Special Functions Shall:

1. Obtain permission from the Office/Property Team. Supply time, dates, and rooms to be used. Use will be restricted to the areas and times granted.
2. Inform Property Team as to whether you have liability insurance, or, if requested, be willing to provide proof of liability insurance coverage.
3. Have calendar cleared from the Church Office. A church function takes priority over other use. The church will provide a one-week notice except for an emergency, such as a funeral.
4. Furnish own kitchen help and supplies (if applicable). Individuals must have orientation to kitchen prior to use of equipment.
5. Place all litter in trash bags, tie and place in dumpster.
6. Leave areas of use in the same condition you found it. Return items/equipment to location found. The \$250 deposit will be refunded if areas used are left in acceptable condition.
7. Pay for any damages to Church Property (Cost will be determined by the Property Team).
8. Be responsible for the behavior of your guests – **NO smoking, alcoholic beverages, or inappropriate music/dancing is allowed.** Failure to adhere results in loss of deposit and confiscation of offensive materials.
9. No equipment (tables, chairs, etc.) shall be removed from the Church without the permission of the Property Team.
10. The use of candles is restricted to the platform area of the Sanctuary. All candles must be enclosed in glass chimneys, or carpet must be covered by plastic sheeting or similar product to protect carpet from candle wax. Cost to have wax removed from carpet will be at the expense of person requesting use of facilities.
11. Office and office equipment will not be available for use.
12. Park in parking lot provided, not along driveway or sidewalk.
13. If there is a need for snow removal for your event, there may be a cost involved. (Notice needs to be given before 4pm for evening clearing.)

NOTE: Failure to adhere to any of the above may cause loss of deposit and use of property for your group/event in the future.

Approved by Church Board on 2/21/16

Wedding Policy Fees:

Members and Attending Non-Members:

Deposit*	\$250
Rehearsal Coordinator	\$50
Wedding Day Coordinator	\$100
Organist/Pianist (if used)	\$75
Sound Technician (if used)	\$50
Custodian	\$75
Custodian Fellowship Hall (if used)	\$40

Non-Members:

Deposit*	\$250
Sanctuary Rental	\$500
Rehearsal Coordinator	\$50
Wedding Day Coordinator	\$100
Organist/Pianist (if used)	\$75
Sound Technician (if used)	\$50
Custodian	\$75
Fellowship Hall Rental	\$150
Custodian Fellowship Hall (if used)	\$40

A recommended *minimum* \$200 donation is to be given to the Pastor.

*A \$250 deposit is required for members and non-members, but if the church is left in good condition it will be refunded back to you.

NOTE: You must furnish your own supplies/decorations (candelabras, kneeling bench, etc.).

No rice-throwing is permitted (bird seed is allowed, as long as it is no closer than 10ft from the building).

Along with this form, the **deposit of \$250** is required to save your date.

The remaining amount can be paid no later than **one month** before the event is scheduled.

Bride & Groom - please sign as documentation you have read and agree to these terms:

Name: _____ Date: _____

Name: _____ Date: _____