

Rules Governing the Use of Parish Facilities for Weddings and Other Functions

Effective 9.13.05

1. It is to be remembered that this is church property and is to be used accordingly at all times.
2. No alcoholic or intoxicating liquors or beverages are to be served, nor are the same to be tolerated on individuals present. Those who engage the use of the property shall see to it that this provision will be observed. (For weddings, the Pastor has the right not to perform the ceremony if any member of the wedding party is intoxicated.)
3. Contracting party shall:
 - A. Buy or furnish all food
 - B. Provide own caterers, waitresses, and dishwashers
 - C. Provide containers for left over food
 - D. Will not take dishes, equipment, or other items belonging to the church from the church premises.
 - E. Is responsible for taking all trash generated by them and their guests with them and disposing of it themselves.
 - F. Put tables, chairs, and other church items back it their original locations and configuration.
 - G. Keep guests and others attending the function confined to the area(s) of the building where the function is being held.
 - H. (For Weddings...) All fees due to the church, pastor, organist, and others involved with the service must be paid before the beginning of the dress rehearsal. If our Pastor is to perform the ceremony premarital counseling must be completed. If another Pastor is to perform the ceremony permission must be given by our Pastor. Use of music and other non-traditional elements in the worship service must be approved by the Pastor. If you desire the Pastor to be present at other activities surrounding your wedding he or she must be asked in advance of the event.
 - I. Special printed materials (like bulletins) are the responsibility of the contracting party.

Rental and Other Fees

(Please place a check mark next to applicable items.)

- \$250 Deposit for nonmembers. (This will be returned if the building is clean, all trash has been taken, and no other damage has been done to the building or surrounding church property.)
- \$250 Nonmember church usage fee.
- \$50 Member usage and cleaning fee.

Which building are you requesting use of? _____

Date of Event _____

Time frame for event _____ am/pm to _____ am/pm

Type of Event _____

Number of anticipated guests? _____

Any days prior to the event required the use of the building? _____

Time frame _____ am/pm to _____ am/pm

Number of anticipated guests? _____

We, the undersigned, agree to use of the building to the above rules, and will guarantee the proper use of all facilities. We understand the fees as stated and have indicated what parts of the facility we intend to use.

Contracting Party Print Name(s) _____

Signature _____

Date _____

Congregational Representative's Name _____

Title _____

Date _____

Deposit Received _____ Date Received _____ Cash or Check # _____

Actual Total charges for above fees _____

Refund/Balance Due _____

Copies to: Contracting Party

Pastor/Church Office

Congregational Representative