

FACILITY USE REQUEST FORM

SUGGESTED UTILITY AND CUSTODIAL FEES FOR USE OF CHURCH FACILITIES

For General Public

| | |
|--|------------------|
| Sanctuary (up to 120 seats) | \$250 |
| Use of fellowship hall (for rehearsal dinner or reception) | \$150 (each use) |
| Deposit required (non-refundable) | \$50 |

For Members and Regular Attenders of the Church

| | |
|--|------------------|
| Sanctuary (up to 120 seats) | \$150 |
| Use of fellowship hall (for rehearsal dinner or reception) | \$100 (each use) |
| Deposit required (non-refundable) | \$50 |

Optional Fees (*fees are suggested but must be arranged with individuals prior to the event*)

| | |
|---|------|
| Event Coordinator (strongly encouraged) | \$50 |
| Keyboard person carrying the major part of the wedding (prelude, postlude) | \$50 |
| Keyboard person carrying lesser responsibilities | \$30 |
| Vocalist | \$30 |
| Sound person | \$35 |

Honorariums for minister's services must be arranged separately with the minister prior to event

All moneys are due and payable to the church, except for optional fees and ministers honorariums which should be paid directly to the individuals performing the service. Payment for the facility should be made in full two weeks before the activity. Please give to church secretary.

NO EVENTS WILL BE SCHEDULED ON SUNDAY.

NOTE: SATURDAY EVENTS WILL BE SCHEDULED NO LATER THAN 4:00 P.M. AND BUILDING IS TO BE VACATED NO LATER THAN 7:00 P.M. NO EXCEPTIONS.

To prevent scheduling conflicts, the following form should be filled out and returned to the church immediately.

REQUEST FORM

Name _____ Phone _____

Address _____

Rooms Needed: Sanctuary Fellowship Hall Other: _____

Date Needed _____ Number Expected _____

Will you need to decorate the building in advance? _____ When? _____

I understand this is a building designed for Christian usage, and I pledge to abide by the rules of the church.

Signed: _____ Date: _____

----- For Office Use Only -----

Amount Charged _____ Amount of Deposit Received _____

Amount of Deposit Returned _____ Approved by _____

WEDDING CHECKLIST FORM

Time music is to begin _____

Number expected to attend wedding _____ Reception _____

Open church: Wedding _____ Reception _____

Double-ring ceremony Communion Unity candle

Florist _____ Delivery time _____

Who presents bride _____

Who distributes flowers _____

Guest book placement: Who _____ Where _____

Where is the reception line _____

Dressing area for bride _____

Dressing area for groom _____

Where groom enters _____

Usher assignments: Escort bride's mother _____

Escort groom's mother _____

Escort grandparents _____

Light candles _____

Pull aisle runner _____

Dismiss guests _____

Music for entrance of: Grandparents _____

Parents _____

Groom and groomsmen _____

Bride and bridesmaids _____

Are there special plans for wedding vows and ceremony other than a traditional ceremony?

Do you want the pastor to attend rehearsal dinner? _____

If reception is at the church, please give details of arrangement of chairs, tables, and so forth, to the secretary.
Chart basic positions for service.

Remember: Arrange to have someone unlock the church for you and lock up afterward. Make sure certificate of marriage is presented to the pastor the night of the wedding rehearsal.

Any special features desired _____

DETAILS OF WEDDING

Wedding Date _____ Time _____

Counseling Date _____ Time _____

Wedding of: _____

_____ Name _____

_____ Address _____

_____ City _____

_____ Age _____

_____ Parents' Consent _____

_____ Previous Marriage _____

_____ Parent's Name _____

Matron of Honor _____ Best Man _____

Bridesmaids _____ Ushers _____

Organist _____ Pianist _____

Soloist _____ Photographer _____

Ring Bearer _____ Flower Girl _____

Other Minister _____ Function _____

Date of Rehearsal _____ Time _____

Place of Dinner _____ Time _____

Wedding Place Chapel Sanctuary Other _____

Place of Reception _____

Plans for Decorations _____