

Faith Community Church Wedding Venue Information/Contract

Members Only Sanctuary and/or Fellowship Hall

Members, only, will be charged a total fee of \$250 for use of sanctuary (\$150-Cleaning of sanctuary, \$100-Sound system in sanctuary)

Fellowship hall use is free for members only.

The church member must pay the total fee in advance of function.

The church member must schedule function with church personnel within 30 days of the date of each function.

If a function is canceled, the church member must notify church personnel within days of date of function.

The Faith Community Church pastor will approve ALL functions and activities, and anything pertaining to these including dress attire, music, instruments, decorations, etc.

Members, their children & grandchildren, only, may use sanctuary and/or fellowship hall for the above price.

The church member is responsible for any sound needed in fellowship hall- No DJs.

The church member is responsible for opening and closing of the church and/or fellowship hall for each function. The church member is responsible for sanctuary and/or fellowship hall being left clean, and that any furniture, musical equipment, florals, or anything moved in the sanctuary or fellowship hall are back in original place after each function, or, an additional \$100 fee will be charged to member.

Bird seed is allowed, outside only, at the sanctuary or fellowship hall.

Dripping candles are not allowed inside sanctuary.

Rice is not allowed inside, or outside, sanctuary or fellowship hall.

Smoking is not allowed inside sanctuary or fellowship hall.

Alcoholic beverages are not allowed on church premises.

The church member will assume total responsibility for any damages incurred, and must sign policy agreement.

After any function on Saturday, the church member is responsible for vacating church premises by 6:00 P.M.

Non-Members

Non-members, only, will be charged a total fee of \$850 for use of sanctuary and fellowship hall (\$600-sanctuary & fellowship hall, \$150-cleaning of sanctuary & fellowship hall, \$100-Sound system in sanctuary)--same price applies with or without use of fellowship hall.

The non-church member must pay 50% of total price in advance, \$425.00, non-refundable.

The non-church member must pay the remaining fee of \$425.00 by the day of event.

The non-church member must schedule function with church personnel within 30 days of the date of each function.

If a function is canceled, the non-church member must notify church personnel within 14 days of date of function.

The Faith Community Church pastor will approve ALL functions and activities, and anything pertaining to these including dress attire, music, instruments, decorations, etc. One or more church members must be in attendance during non-member functions.

Church personnel, only, will operate the sound system in the sanctuary.

The non-church member is responsible for any sound needed in fellowship hall- No DJs.

The church member is responsible for opening and closing of the church and/or fellowship hall for each function. The non-church member is responsible for sanctuary and/or fellowship hall being left clean, and that any furniture, musical equipment, florals, or anything moved in the sanctuary or fellowship hall are back in original place after each function, or, an additional \$100 fee will be charged to non-member.

Bird seed is allowed, outside only, at the sanctuary or fellowship hall.

Dripping candles are not allowed inside sanctuary.

Rice is not allowed inside, or outside, sanctuary or fellowship hall.

Smoking is not allowed inside sanctuary or fellowship hall.

Alcoholic beverages are not allowed on church premises.

The non-church member will assume total responsibility for any damages incurred, and must sign policy agreement.

After any function on Saturday, the church member is responsible for vacating church premises by 6:00 P.M.

Kitchen and Fellowship Hall Rules

After using KITCHEN or FELLOWSHIP HALL, you are responsible for leaving both clean & orderly which includes:

- Wash ALL dishes/silverware/pots/pans, etc.
- Put away ALL dishes/silverware/pots/pans, etc.-- do NOT leave in dish drainer
- Leave sink and countertops clean--scrub with Clorox, if needed
- Leave dish drainer clean and dried
- Leave coffee pot clean, and turned off
- Put away any cleaning items under sink in the proper place
- Wash any used towels/dishcloths/potholders--do NOT leave dirty
- Leave stoves, refrigerator, freezer, ice machine- clean, inside & out
- Put away any storage items on proper shelves in storage room--do NOT leave on counters or in cabinets
- Remove your food items as soon as possible in fridge and freezer, or they will be discarded by the Kitchen Fairy
- Put away refrigerated items in proper trays & on proper shelves
- Leave kitchen floor swept and cleaned
- Empty all garbage cans before leaving
- Empty dishwasher & put away all dishes, silverware, pots, etc.
- Write on board any needed items for kitchen

Thank you for your cooperation of keeping our kitchen clean & orderly.

Agreement

By execution of this form, applicant(s) agree to hold Faith Community Church and anyone else connected to Faith Community Church harmless from any and all known and unknown damages, injuries, losses, and/or claims from any cause whatsoever that may be suffered by applicant or participants to his person or property. This form must be completed, signed, and returned for filing before event is to begin.

Signature of Applicant(s): _____

Date: _____