



First Congregational

- United Church of Christ -

Today's Date: _____

Wedding Building Use Policy:

Weddings are to be conducted by the Pastor and the wedding musical accompaniment is provided by the church organist. There may be exceptions at the discretion of the pastor or organist.

Couples wishing to be married at First Congregational UCC must meet with the pastor for counseling and preparation of the wedding service.

Building Use Fees for weddings apply to both church participants and non-participants. A participant of this church is defined as: a person having any involvement in any of the ministries, events, or programs of the church. An adult child of a church participant is considered a participant of this church.

Fees for the pastor, organist, or custodian are to be made out to each employee individually and paid in the church office prior to the day of the Wedding. There is no required fee for the pastor for church participants, however, a minimum honorarium is appreciated. Max occupancy for a wedding is 200 people

General Use Policy:

The facilities of First Congregational UCC of Charlevoix are for the ministry and programs of the church.

Our facilities are also available for use by church participants and the community for weddings, funerals, musical rehearsals and performances, meetings, and other uses that do not conflict with our church's ministry or programs.

Any group requesting to use our facilities must be represented by an individual who is responsible for submitting an application to use the facility. The individual must agree to the building use policy, paying all applicable fees, and ensure that the building use policy is followed.

All applications for non-church-related activities and events will be reviewed by the church council.

Weddings and funerals will be at the discretion of the pastor, with consideration given to previously scheduled church activities and events.

The sanctuary is our worship space. Any moving or rearrangement of the furniture, altars, risers, piano, organ, etc. must be approved by the Pastor or church staff member. The pastor or a church staff member must be on hand to supervise both the rearranging and restoring of the sanctuary.

The rearranging of tables and chairs in our Fellowship Hall or other rooms for non-church-sponsored activities must be approved by the pastor or custodian. They must be restored to their former locations or property stored following the activity.

Any trash, waste, debris, garbage, etc. generated by a non-church-sponsored activity must be collected and removed from the church premises.

No alcoholic beverages are allowed on church property and smoking is prohibited anywhere inside our facilities.

Kitchen Use Policy:

No food preparation may be done in our kitchen for non-church-sponsored activities without first obtaining a NW Community Health Agency license. If food is to be served in Ransom Hall, it must be catered or brought in.

A deposit is required for use of the kitchen. The deposit is refundable upon inspection of the clean kitchen by a member of the kitchen committee.

No leftover food is to be left in the refrigerator. Stray items, such as dishes, left in the kitchen will be removed after 3 weeks and given to the Rainbow Shoppe. Any trash should be bagged and removed to the dumpster in the garage.

Please observe kitchen rules posted in the kitchen.

Adult supervision is required for young people under 18 to use the kitchen.

Items borrowed from the kitchen will have to be signed out in the church office in a special book that is there for this use. The date of borrowing, name of the borrower, and time of return will need to be noted in the book. Most things should not be borrowed for more than one week.

Church Key Sign-out

Date: _____

Full Name: _____

Name of Organization: _____

Phone: _____ Email: _____

Entry Key Admin Office Key Other

Date(s) of Use: _____

Recipient Signature: _____

Date key(s) Returned: _____

Church Representative Signature: _____

Full Name of Bride: _____ Full Name of Groom _____

Phone Number: _____

Email: _____

Address: _____

Date of Wedding: _____

Name of Cemetery and/or Funeral Home: _____

Type of Building Use : Wedding only Wedding & Reception

Are you a church participant?

Yes No

Are you requesting the use of an entry key? (Needs approval)

Yes No

Please check all that apply.

Pastor Candelabras Organist Soloist Other- Please explain below Wedding Coordinator

Equipment Needed:

Speaker System Video Screen Podium Tables and Chairs None

What rooms would you like to reserve? (Check all that apply)

Sanctuary Ransom Hall Community Room Kitchen (see kitchen policy)

If tables and chairs are needed, please explain (or draw) how chairs are to be arranged- there are 8 chairs to each table.

Do you need assistance setting up? If yes, please explain below:

Please Describe in detail how you plan to use the church you're your wedding, including start and ends times, and rehearsal dates and times. _____

Place of wedding ceremony, if not taking place at First Congregational UCC Church:

If not Pastor Toby Jones, who do you plan to officiate the wedding? (please discuss with Toby)

Building Use Fee Schedule:

Service Requested	Church Participant	Non-Participant
Wedding Reservation (Included non-refundable \$100 deposit, Sanctuary, Rehearsal, community rooms downstairs for changing) <i>*Doe NOT include Ransom Hall, Kitchen, Pastor, Custodian, organist, or soloist</i>	\$100	\$500
Ransom Hall	None	\$200
Kitchen Use Deposit (refundable)	\$50	\$100
Pastor (payable directly to provider)	Recommended min \$200	\$350
Organist (payable directly to provider)	Recommended min \$175	\$225
Soloist (payable directly to provider)	Recommended min \$100	\$175
Additional Rehearsal with soloist and/or organist	\$50, per day, per person	\$50, per day, per person
Custodian (payable directly to provider)	\$75	\$100
Secretarial Fee, if applicable. (Payable directly to provider)	\$50	\$75
Sound System (payable directly to provider)	Recommended min \$50	\$50
Candelabras	\$30	\$30

**Includes non-refundable reservation deposit*

Any appeal to this policy will be referred to the church council.

Deposit(s) are due prior to reservations being finalized. The total amount is due prior to the day of the wedding. Monies can be paid in person or by mailing a check.

Please make checks payable to:

First Congregational UCC
 101 State Street
 Charlevoix, MI 49720

Please be sure to reference your reservation in the memo section.

Payments to individuals such as the pastor or custodian should be made out to the person directly. Please contact Pastor or church office for provider details.

If you have questions, please contact us at 231-547-9122 or you can email the office manager at office@chxucc.org

Total Cost Due: (see fee schedule) _____

Name of responsible person: _____

Church Use Only

Approved By: _____ Date: _____