



## WEDDING USE FORM

Today's Date: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Name of Couple: \_\_\_\_\_

### 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 are to be made out to them personally. All other fees are paid to the church, payable to **1<sup>st</sup> Congregational UCC**, and paid in the church office on the day of booking. The maximum 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, 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.

The Board of Trustees shall delegate the review of applications for non-church related activities and events to the Office Manager/Pastor except for unusual or challenging requests.

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 custodian. The pastor or custodian 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 properly 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 without written permission of the Board of Trustees, and smoking, including vaping, is prohibited anywhere inside our facilities or within 50ft of the building.

**Kitchen Use Policy:**

No food preparation may be done in our kitchen for non-church-sponsored activities. If food is to be served in Ransom Hall, it must be catered or brought in.

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 who use the kitchen.

Items borrowed from the kitchen will have to be signed out in the church office in a special book for that purpose. The date of borrowing, name of the borrower, and time of return will need to be noted in the book. Nothing should 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: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Full Name of Bride: \_\_\_\_\_ Full Name of Groom \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Wedding: \_\_\_\_\_

Type of Building Use : \_\_\_ Wedding only \_\_\_ Wedding & Reception

Are you a church participant?

\_\_\_ Yes \_\_\_ No

Who will be your officiant if not the church pastor? Please include contact info below:

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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: \_\_\_\_\_

**Building Use Fee Schedule:**

Service Requested	Church Participant	Non-Participant
Wedding Reservation (Sanctuary, Rehearsal, community rooms downstairs for changing) <i>*Does NOT include Ransom Hall, Kitchen, Pastor, Custodian, organist, or soloist</i>	\$100	\$500
Ransom Hall**	None	\$200
Candelabras	\$30	\$30
Sound System	\$50	\$75
Sound System Engineer, if applicable	\$50	\$75
Kitchen Use	\$50	\$100
Kitchen Coordinator**	\$50	\$100
Organist	\$175	\$225
Additional Rehearsal with organist	\$50, per day	\$50, per day
Soloist	\$175	\$225
Additional Rehearsal with soloist	\$50, per day	\$50, per day
Custodian *	\$75	\$100
Secretarial Fee, if applicable.	\$50	\$75
Program Design & Printing Fee, if applicable	\$50	\$75
<b>TOTAL DUE TO CHURCH</b>		
Pastor (payable directly to provider – Toby Jones)	Recommended min \$300	\$500
<b>TOTAL DUE TO PROVIDERS</b>		

*\*Mandatory for all events*

*\*\*Mandatory if Kitchen will be used in any way, or if any food will be served in Ransom Hall*

**Any appeal to this policy will be referred to the Board of Trustees.**

Monies can be paid by check, either in person or by mail. No cash please.

**Payments are due at the time of booking.** Monies can be paid in person or by mailing a check. Two checks should be submitted. One payable to **1<sup>st</sup> Congregational UCC** for all services requests, including Sanctuary and Hall use. The second should be made payable to the Pastor, Toby Jones. If you are having a pastor other than Pastor Jones, please give that check directly to that pastor.

**Please make checks payable to:**

1st Congregational UCC  
101 State Street  
Charlevoix, MI 49720

Please be sure to reference your date and function in the memo section.

If you have questions, please contact us at 231-547-9122 or you can email the office manager at [office@chxuucc.org](mailto:office@chxuucc.org)

Total Cost Due to Church: \_\_\_\_\_

Signature of responsible person(s): \_\_\_\_\_ Date: \_\_\_\_\_

*Church Use Only*

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_