

North Terrace Church of Christ

NON-MEMBER WEDDING REQUEST FORM

Person Making Request: _____ Date of Request: _____

Telephone: (____) _____ email: _____

Bride Name: _____ Address: _____

Groom Name: _____ Address: _____

Minister Performing Wedding: _____ Telephone: (____) _____

Contact Person: _____ Telephone Number (____) _____

Address: _____ email: _____

Date of event: _____ Time of event: _____ to _____ Number of Attendees: _____

Brief Statement as to how building will be used:

Area(s) of the building to be used:

Fees Paid: _____ Proof of Insurance: _____ Total Charge: _____

Request Approved: _____ Request Denied: _____

Reason for Denial: _____

Administrator/Facilities Minister: _____ Date: _____

1 Copy: Person Making Request

1 Copy: Facilities Minister

1 Copy: Administrator

Form: FR-1

RENTAL FEE WORKSHEET

NON-MEMBER WEDDING REQUEST FORM

Non-Member Wedding requests will be charged based on the rate sheet below. Once approved, applications cannot be scheduled until all fees and deposits are submitted.

Rental Fee Worksheet

(Check Rooms Requested)

- Fireside Room:** (Capacity 100)
 - Non-Member..... \$ 35.00
 - Custodial Fee \$ 75.00

Total Charges for Fireside Room: \$ _____

- Chapel:** (Capacity 290)
 - All Months except June, July and December Weddings\$250.00
 - June, July and December Weddings\$500.00
 - Audio/Sound # ___of technician(s) X \$10.00 per hr. X ___hrs. = \$_____
 - Custodial Fee\$ 75.00

Total Charges for Chapel: \$ _____

- Family Life Center:** (Capacity 900)
 - All Months except June, July and December Weddings\$250.00
 - June, July and December Weddings\$500.00
 - Audio/Sound # ___of technician(s) X \$10.00 per hr. X ___hrs. = \$_____
 - Custodial Fee\$ 75.00

Total Charges for Family Life Center: \$ _____

- Kitchen**
 - Kitchen Rental..... \$ 50.00
 - Custodial Fee \$ 75.00

Total Charges for Kitchen: \$ _____

- Conference Room** (Capacity 25)..... No Charge
- Choir Room** (Capacity 100).....No Charge
- Other Location** (specify _____).....No Charge

Total Charges for Wedding: \$ _____

(Prices listed above do NOT include an honorarium for the minister.)

Note 1: The above listed minimum fees are per event and do not apply to funerals of member families.

Note 2: Special financial consideration may be given to groups/individuals and will be determined by the Church Administrator and the Facilities Minister.

How to Schedule North Terrace Facilities

Weddings

1. All weddings under 300 people shall be held in the Chapel
2. No Saturday weddings after 5:30 p.m.
2. Person responsible for arrangements must make a specific time schedule for special activities such as dressing at church, parking, taking pictures, etc., with the Facility Minister.

How to Schedule North Terrace Weddings

1. It is imperative that all planned weddings be on the church's facilities schedule. A copy of this schedule is displayed on a monitor in the foyer, posted on the website, and in a schedule book kept in the Church Office. The Church Administrator and Facilities Minister shall resolve scheduling conflicts. The Administrator will be responsible for insuring all schedules are current and posted. The Church Administrator and Facilities Minister must approve any exception to these guidelines. Individuals reserving facilities should cancel their reservation with the Church Administrator if their event is cancelled.
2. **Two months prior** to a major event, the person responsible for the wedding will meet with the Facilities Minister and Food Service Coordinator (if applicable) to communicate specifics for the event. . **Note:** It is important to communicate with the Central Volunteer Leader {worker bees} if additional help is needed for the event.

Two weeks prior to the wedding. The Facilities Minister and the Technical Ministries Administrator must receive room layout diagrams, audio-visual needs and other particulars to integrate those requirements with other church activities.

3. Unscheduled rooms will be available on a first come first served basis.
4. All scheduled rooms will have a single individual identified to be accountable for the group's activities.
5. **The Family Life Center will not be available after noon on Saturday or before 2:00 p.m. on Sunday** to allow Facilities and Worship workers to prepare for or recover from weekend services.

Room Scheduling Procedures

1. The church-programming year runs September through August. The annual scheduling process begins in May when the Church Administrator publishes a list of established events for the next programming year. Various ministries then plan for their major events (to be defined) and submit their events to the Church Administrator by **June 1**.

Major events are resolved and the Church Administrator returns the schedule to the ministries by **June 15**. Facility reservation forms for all events are completed by ministries and returned to the Church Administrator no later than **July 1**. After this date, Priorities 2 through 4 may submit their requests to use North Terrace facilities.

2. All rooms are scheduled using a **Facilities Reservation Request**, which must be submitted through the applicable ministry. Forms must be completely filled out before an event may be scheduled. Reservation forms may request a specific room; however, under most circumstances, a room will be assigned based on group size, rooms available, and any special needs identified in the remarks column.
3. Data will be entered into the computer and a confirmation returned **within three days**.
4. Once a room is scheduled, changes must be submitted using a **change request form**.

Audio/Video Services

1. An AVS *Request Form* must be submitted either electronically or manually to the Technical Ministries Administrator at least two weeks prior to a wedding to allow time for scheduling sound technicians for the event and to provide for set-up.
2. AVS includes setup of microphones, amplifiers, speakers and complete house and portable sound systems, as well as video services.

Building Use Guidelines

1. Users agree to leave the room in the condition it was found. Trash should be placed in trash containers. If the bag is full, additional bags are attached to trash containers and should be used. Leave trash containers in the room.
2. Furniture, audio-visual equipment, or other items should not be moved from one room to another. Facilities assistance may be obtained through the Facilities Minister. **Note:** If the Facilities Minister or Church Administrator is not available to assist, the ministry point of contact for each event should be contacted.
3. No straw, hay, or animals may be brought into eating areas or classrooms. Use of these items in other areas requires prior written permission from the Facilities Minister.
 - Confetti, toothpicks (except for use with food in designated areas), Playdoh® or other similar substances may not be used in North Terrace facilities.
 - Use of any open flame device requires approval from the Facilities Minister.
4. Nothing may be affixed to walls, doors, or windows inside or outside that may cause damage to walls or present an undesirable appearance. Special meeting notices or room changes may be requested by contacting the Church Office. Notices will be printed for you and displayed in wall mounted sign holders outside the room you have requested.
5. No smoking, dancing {unless approved by the Church Administrator}, or consumption of alcoholic beverages is permitted on church property.

6. Groups must stay within areas reserved for them.
7. Food must be consumed in designated areas only.
8. Parents are responsible for their children at all times unless the children are participating in a scheduled youth or children's activity.
9. Equipment belonging to North Terrace may not be removed from the church property without prior authorization. Anyone who is using church equipment for personal use must complete an equipment use form.
10. All outside groups must complete a detailed contract before their event can be scheduled.
11. Significant changes in room arrangements, equipment, or services need to be made at least one week prior to the event.
12. Church facilities may be used by a member for a fund raising event due to the member having a significant loss due to health or catastrophic event.
13. No groups or individuals soliciting business for personal or corporate profit may use the facilities.

SCHEDULING EVENTS

Because of the size of our facility and with many complexities that come with it, events scheduling must be coordinated through the Facilities Minister. This is necessary for the following reasons:

- To ensure you have proper heating and cooling for your event.
- To ensure proper room arrangements for your event
- To ensure we abide by all fire and safety regulations
- To avoid scheduling conflicts
- To ensure all ministries are treated equally in regards to scheduling.

The following procedures must be followed in order to facilitate your event:

- Church-wide events such as Christmas and Leadership Conference have priority over other events in most cases.
- Facility usage priority will be determined by date of request unless the scheduling committee Church Administrator and Facility Minister determine otherwise. Do not commit to an event without clearing it through Church Administrator for availability.
- Event forms must be completed for each event.
- There must be a ministry point of contact for each event.
- Because of liability reasons and general "wear and tear" on the building, outside groups will need to sign a building use contract and pay rental fees for general overhead and food services (if requested). Please see the Church Administrator or Facilities Minister for these forms.

- Any out-source services require contracts. Please have them approved by the Treasurer before signing.
- Life safety guidelines will be adhered to at all times.
- If an event is cancelled, please notify the Church Administrator as soon as possible. **Note:** Notification of event cancellation must be done at least seven {7} days prior to the event to receive a deposit refund.

CLEANLINESS

We are extremely proud of our Church and want to keep it as clean and presentable as possible. You can help by being observant and picking up trash and other items along the way. It is important to have a clean and professionally maintained office and work area. Desks and other work surfaces must be kept clean and orderly. Please do not allow coffee cups or food products to accumulate in your work area. Keep food items in refrigerators stored properly.