



## GCC Facility Use Policy for Weddings

The church's facilities were provided through God's benevolence and by the sacrificial generosity of church members. The church desires that its facilities be used for the benefit of this church ministry and always to God's glory. Our facilities are sometimes made available to non-members or groups according to the agreement below.

### I affirm that:

1. To the best of my knowledge the purpose for which I am requesting use of the church facilities will not contradict the church's Statement of Faith or the Doctrinal Guidelines for Leaders and Teachers, and I commit to promptly disclose any potential conflict to the church staff.
2. I understand that GCC does not allow its facilities to be generally available to the public, and that my use of these facilities is subject to the ministry staff approval, which is conditioned in part on my agreement to the requirements in the GCC Facility Use Policy, which I have read, understand and agree to.
3. I have read and understand the requirements and fees in the Facilities Request for Weddings Form. I also understand that all fees are to be paid to GCC fourteen days prior to my event.
4. I understand that I will be responsible for any damages to the church facilities resulting from this proposed use of facilities.
5. The church believes disputes are to be worked out between parties without recourse to the courts. See, generally, Matthew chapter 18 and 1 Corinthians chapter 6. Accordingly, users of the facility agree to arbitration/mediation of any dispute before a panel of three outside pastors selected by the church. By entering into this Agreement, the parties each expressly waive the right to trial by jury and waive the right to have this matter tried in a court of law, except as may be necessary to enforce such arbitration/mediation decision.

Signature: \_\_\_\_\_

Printed Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Jason Krute  
*Pastor*

Chris Lentz  
*Adult*

David Earley  
*Worship*

Daniel Maasen  
*Outreach*

Anthony Ochoa  
*Youth*

Carrie Fisher  
*Children*

# **GCC Facility Use Policy for Weddings Guidelines**

## **Wedding**

1. A Facility Request Form for Weddings must be filed with the church office when scheduling your event. The ongoing ministries of Grace shall have first priority. Any date is tentative until this form has been approved.
2. The couple must be a regular attender at Grace Community Chapel.
3. A minister of Grace must officiate or the Elder Board must approve a guest minister.
4. The couple must use the Wedding Coordinator at Grace.
5. The couple should not be living together before the marriage.
6. The couple must be saved and give testimony to this.
7. All divorce and remarriage situations will be handled individually on a case by case basis.

## **Receptions**

1. There will be no alcoholic beverages, vaping, or smoking in the church.
2. There will be no dancing at receptions, with the exception of a first dance of the couple and parents dance.
3. Music used in the reception should be appropriate for use in a church, whether compiled by the couple or by a DJ. It does not have to be hymns or praise music, but keep it clean.
4. A Kitchen Cleaning Deposit of \$200 is required and will be refunded if the kitchen is left clean according to the kitchen checklist and you are required to be trained on the kitchen equipment before your event.

## **General**

1. Anyone using the facility may be held responsible for any loss or damage incurred during occupancy.
2. No one is allowed to roam the building. You are only allowed to use the rooms/areas requested on your facilities form, even when other rooms are empty.
3. No hanging or tacking of any items is allowed without prior permission from the ministry staff.
4. Understand and comply with this policy and cooperate with the church representative or staff assigned to your wedding.
5. In the event of a cancellation please notify the church office as soon as possible.
6. If you have any questions regarding this policy, please contact Director of Adult Ministries, 636-970-1311.

# Facility Request Form for Weddings

(REHEARSAL/REHEARSAL DINNER/ WEDDING CEREMONY/ RECEPTION)

Wedding Date: \_\_\_\_\_ Rehearsal Date: \_\_\_\_\_

Bride's Name: \_\_\_\_\_ Bride's Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Groom's Name: \_\_\_\_\_ Groom's Cell: \_\_\_\_\_ Email: \_\_\_\_\_

## REHEARSAL

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Arrival Time: \_\_\_\_\_ Number of Guests: \_\_\_\_\_

Location: ☐ Worship Center ☐ Upper Youth ☐ East Concourse

## REHEARSAL DINNER

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Arrival Time: \_\_\_\_\_ Number of Guests: \_\_\_\_\_

Location: ☐ Hope Hall ☐ Upper Youth ☐ Adult Central

## WEDDING

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Arrival Time: \_\_\_\_\_ Number of Guests: \_\_\_\_\_

Location: ☐ Worship Center ☐ Upper Youth ☐ East Concourse

Bride's Dressing Room: ☐ Adult Central Room 110 Groom's Dressing Room ☐ Student Lounge

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Arrival Time: \_\_\_\_\_ Number of Attendants: \_\_\_\_\_

Sound and Video Equipment use to be determined at first meeting with the Wedding Coordinator, who will communicate sound and equipment needs to David Earley, Worship Arts Director.

## RECEPTION

Is Reception to be held at Grace Community Chapel? Yes No (If yes, complete page 4)

## FEE STRUCTURE FOR SPACE, EQUIP- MENT AND CUSTO- DIAL IS ON PAGE 4

This form must be returned at least 60 days prior to your wedding, to the church office and your event is not considered final and scheduled until you receive confirmation from the Wedding Coordinator. Please make sure you have read the attached guidelines and signed the agreement.

(All wedding fees are due to the wedding coordinator two weeks prior to the wedding date)

Bride's/Groom's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Fees for Cost of Weddings at Grace Community Chapel

The wedding coordinator will provide an explanation of costs.

**East Concourse Wedding - under 50 guests**                      **\$135 without reception**                      **\$270 with reception**  
(includes wedding coordinator, custodial and building use)

**Upper Youth Wedding - 50-150 guests**                      **\$425 without reception**                      **\$655 with reception**  
(includes wedding coordinator, custodial, tech, building fee and reception coordinator)

**Worship Center Medium Wedding - 150-200 guests**                      **\$670 without reception**                      **\$950 with reception**  
(includes wedding coordinator, custodial, tech, building fee and reception coordinator)

**Worship Center Large Wedding - 200+ guests**                      **\$700 without reception**                      **\$980 with reception**  
(includes wedding coordinator, custodial, tech, building fee and reception coordinator)

### Wedding Reception:

Room:                      ☐ Hope Hall                      ☐ Upper Youth                      ☐ Kitchen                      How many guests? \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Time needed for set-up and clean-up: Date: \_\_\_\_\_ Begin: \_\_\_\_\_ End: \_\_\_\_\_

Room Set Up: (four foot #\_\_\_\_\_, six foot #\_\_\_\_\_, eight foot #\_\_\_\_\_, and 60 inch round #\_\_\_\_\_ tables are available)

**Room Diagram must be given to Reception Coordinator 1 month prior to wedding.**

Will the meal be catered?                      ☐ YES                      ☐ NO                      ☐ Prepared in the church kitchen?

This form must be returned at least 60 days prior to your wedding, to the church office and your event is not considered final and scheduled until you receive confirmation from the Wedding Coordinator. Please make sure you have read the attached guidelines and signed the agreement.

**Bride's/Groom's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### For Office Use Only

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

Officiating Pastor: \_\_\_\_\_

Wedding Coordinator: \_\_\_\_\_

Person responsible for opening and closing the building: \_\_\_\_\_

Custodial Supervisor: \_\_\_\_\_

Copy sent:  
David Earley \_\_\_\_\_ Date \_\_\_\_\_ Chris Lentz \_\_\_\_\_ Date \_\_\_\_\_ Wedding Coordinator \_\_\_\_\_ Date \_\_\_\_\_ Facilities \_\_\_\_\_ Date \_\_\_\_\_