



## 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 Form for Weddings. 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*

David Earley  
*Worship*

Mark Schoonover  
*Adults*

Barbara Coghlan  
*Outreach*

Anthony Ochoa  
*Youth*

Carrie Fisher  
*Children*

# Facility Request Form for Weddings

(WEDDING CEREMONY / REHEARSAL DINNER / RECEPTION)

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

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

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

## REHEARSAL

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

Is Rehearsal Dinner to be held at Grace Community Chapel?    YES    NO   **(If yes, complete page 2)**

## 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

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

## RECEPTION

Is Reception to be held at Grace Community Chapel?    YES    NO   **(If yes, complete page 2)**

### FEE SCHEDULE FOR SPACE/EQUIPMENT NEEDED

- |  |                       |
|--|-----------------------|
| <input type="checkbox"/> Wedding   | \$ 50 (custodial fee) |
| <input type="checkbox"/> Reception   | \$ 75 (custodial fee) |
| <input type="checkbox"/> Rehearsal Dinner  | \$ 50 (custodial fee) |
| <input type="checkbox"/> Worship Center(includes Stage/Sound Tech/Standard Lighting) \$150 |                       |
| <input type="checkbox"/> Video Technician (Worship Center)                                 | \$ 75                 |
| <input type="checkbox"/> Special Lighting Tech (Worship Center)                            | \$ 75                 |
| <input type="checkbox"/> Upper Youth Room (includes Sound/Video Tech)                      | \$ 75                 |
| <input type="checkbox"/> Wedding Coordinator (required for all weddings)                   | \$150                 |
| <input type="checkbox"/> White Chair Covers (for Reception Only)                           | \$2.00 per chair      |
| <input type="checkbox"/> Table Linens  | \$1.00 per table      |
| <input type="checkbox"/> Wedding Arbor   | No Charge             |
| <input type="checkbox"/> Unity and Foyer Tables  | No Charge             |

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

**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: \_\_\_\_\_



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

## **Weddings**

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 or a relative of a regular attender.
3. A minister of Grace must officiate or approve the 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/Rehearsal Dinners**

1. There will be no alcoholic beverages at receptions held at the church.
2. You may not use red, orange, or grape drinks of any kind in the building. They contain dyes that are not easily removed from the carpets.
3. There will be no vaping or smoking allowed in the church.
4. There will be no dancing at receptions, with the exception of a first dance of the couple and parents dance.
5. 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.
6. The church dishes and kitchen equipment are available for your use. If you use these items, you will be required to clean up after your event. This includes washing and drying all dishes, pitchers, trays, platters, etc. and returning them to their proper places. If the coffee pots are used they must be emptied, rinsed, and returned to their proper place. This includes the coffee makers in Perk Place, the large coffee pots, and the small pump pots. Used coffee filters, coffee and grounds must be emptied from all pots and coffeemakers. Sugar, creamer, plates, napkins, plastic ware, etc. must also be returned to their proper places, not left in baskets.
7. The church linens are available for your event but must be approved in advance by the Deaconess Board. It is the user's responsibility to collect all of the linens used and place them in the white laundry basket located in the kitchen. The linens may not be removed from the building for any reason. If you are using a buffet serving table and drink table, we ask that you use disposable tablecloths.
8. If you would rather hire someone for cleanup, we could provide such help for a nominal fee.

## **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 Mark Schoonover at (636) 970-1311 ext 134.