



**FAITH  
MINISTRIES**  
WORLD OUTREACH CENTER

# Building Rental Guidelines



## Wedding Policy Covenant Faith Ministries World Outreach Center

Faith Ministries wishes to make its facility available to the members for weddings whenever possible. For those activities certain fees have been established for providing a wedding director, custodial services, building support and audio services. The established fees are to cover the support of your wedding. The church shall pay no bonus, commission or incentive to any person associated with FMWOC for bringing a wedding to the FMWOC facility.

### **Eligibility**

In the case that the Bride or Groom is not an active member of FMWOC or the child of an active member, the pastor of FMWOC will determine the eligibility of the applicants.

### **Pastoral Approval**

1. The bride and groom must complete a premarital counseling course approved by the pastor of FMWOC prior to the date set for the wedding.
2. The pastor of FMWOC will personally officiate or approve the selection of another minister to officiate the ceremony.

### **Reserving the Date**

1. The date and time of the wedding and related activities must not conflict with other scheduled activities of the church. Arrangements for rehearsals and the ceremony must be cleared with the church staff prior to placement on the church calendar. FMWOC Coordinator and Sound Technician must also be available before the wedding can be calendared.
2. To be reserved on the church calendar, all forms must be completed and the security deposit received by the church office at least three months prior to the wedding.

### **Music and Audio/Visual System**

1. A wedding is to be worshipful as well as celebrative. Music should be appropriate to the sacredness and dignity of the wedding service and consistent with FMWOC core values.
2. Church musicians and vocalists may be available. Arrangements should be made with the musician and/or vocalists directly or through the Music Coordinator of the church.
3. If using a church supplied musician or vocalist, a fee for each musician and vocalist is required and payable directly to each individual at least one week prior to the event.
4. Sound equipment may not be moved except by an authorized FMWOC representative. Consultation with a member of the Worship Ministry or the A/V Technical Team may be necessary.

### **Decorations**

1. Decorations must be put in place at times suitable to the schedule of the church.
2. Under no condition will decorations be attached to any part of the building or furniture with nails, screws, staples or other fasteners that will leave permanent damage.
3. No furniture shall be moved or rearranged without specific permission from the church staff.
4. Only dripless candles may be used and these must be placed in candle holders to prevent dripping on the carpet. A paper or plastic covering must be placed on the floor under the candle holder to protect the carpet.
5. The applicants shall be financially responsible for the cleaning of wax from the carpet, floor, and furniture.
6. All decorations shall be removed immediately following the ceremony unless previous arrangements have been made with church staff.

### **Wedding Coordinator**

One of OUR Wedding coordinators will be assigned to serve as your personal advisor. Her services are required for all weddings. You will need to make an appointment with her as soon as your wedding date is confirmed. She is your key to a joyful and successful wedding, and any questions regarding wedding policies, use of church facilities and details of your wedding should be directed to her. She will direct your rehearsal and be at the church one-half hour before your wedding.

### **Building Use Guidelines**

1. No alcoholic beverages, gambling or firearms are allowed on the premises.
2. The building is a smoke-free facility. Smoking is not allowed inside the facilities.
3. Please no children running around the church unattended.
4. Please make sure a church staff member is there to lock the doors when event is finished.
5. Please do not use any equipment or rooms that are not part of the church rental agreement.



## Contract Agreement

The following Hold Harmless Agreement shall be agreed to by signature on the *Wedding Reservation Request* form prior to use of facilities:

In connection with the granted use of your facilities and premises at FMWOC I hereinafter referred to as the Permittee, do agree to defend, indemnify and hold harmless FMWOC hereinafter referred to as the Church, its members and employees, individually and collectively, from and against all costs, losses, claims, demands, suits, actions, payments and judgments, including legal and attorney fees arising from personal or bodily injuries, including death, or property damage or otherwise, however caused, sustained by any person(s), firm(s), corporation(s), including the Church, brought or recovered against any of the undersigned's use/occupancy of church's facilities, furniture or equipment or other use as requested by the Permittee, or from any occurrence in or on the demised premises, and will further indemnify and hold the Church harmless against and from any and all claims arising from any breach or default on the part of the Permittee in the performance of any covenant or agreement on the part of the Permittee to be performed pursuant to the terms of this use, or arising from any act or negligence of the Permittee, or any of its agents, contractors, servants, employees, licensees, customers, or invitees. In the case any action or proceeding is brought against the Church by reason of such claim, the Permittee, upon notice from the Church, covenants to resist or defend at Permittee expense such action or proceeding by counsel reasonably satisfactory to the Church. The Permittee further agrees to retain responsibility for any loss, theft or damage to Permittee's equipment, supplies or materials or equipment, supplies or materials of others brought onto or stored on Church's premises in connection with Permittee's use of Church's facilities and premises.

The Permittee further agrees to surrender the premises and facilities to the Church at termination of the use period hereinbefore specified in the same condition as at the commencement of the period. The Permittee shall not remove any church property. All equipment, supplies and materials of any kind, supplied and used by the Permittee, shall be removed from the premises at termination of the use period. The Permittee shall be responsible for any damage to Church property, arising from Permittee's use, and shall promptly reimburse the Church for repair or replacement as billed.

### For Use of Building:

Printed Name: \_\_\_\_\_

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

### Church Employee Approval:

Printed Name: \_\_\_\_\_

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



Application for Use of Building

Contact Information:

Name: \_\_\_\_\_ Date of Application: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

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

Church Member  Staff Member

Your Event Information:

Date Needed: \_\_\_\_\_ Times: \_\_\_\_\_

Wedding  Meeting  Party  Outreach  Other

Rehearsal Needed:  Yes  No IF so...Day: \_\_\_\_\_ Time: \_\_\_\_\_

# of People Expected: \_\_\_\_\_ Will food be served: \_\_\_\_\_ Cake/Coffee Reception: \_\_\_\_\_

Deposits:

Security Deposit (secure your reservation) @ \$100 \$\_\_\_\_\_
(only if no down payment is made)

Damage Deposit @ \$500 \$\_\_\_\_\_
(only charged if there is damage to property/ equipment)

\_\_\_\_\_ Initial please: I would like to give permission to charge my credit card if there is damage.

Subtotal for Deposits: \$\_\_\_\_\_

Rooms Requested:

- Children's Church Room @ \$150 \$\_\_\_\_\_
 Classroom @ \$150 \$\_\_\_\_\_
 Coffee Bar @ determined by day/time \_\_\_\_\_ \$\_\_\_\_\_
 Foyer @ \$250 \$\_\_\_\_\_
 Kitchen (on site prep) @ \$300 \$\_\_\_\_\_
 Kitchen (off site prep) @ \$150 \$\_\_\_\_\_
 Sanctuary @ \$600/ 8 hours x \_\_\_\_\_ hours = \$\_\_\_\_\_
 Youth Auditorium @ \$600/ 8 hours x \_\_\_\_\_ hours = \$\_\_\_\_\_

Subtotal for Rooms: \$\_\_\_\_\_

**Services Offered:**

- |   |   |          |
|---|---|----------|
| <input type="checkbox"/> Janitorial                   | @ \$100                                 | \$ _____ |
| <input type="checkbox"/> Janitorial Children's Church | @ \$25                                  | \$ _____ |
| <input type="checkbox"/> Technical Director           | @ \$150                                 | \$ _____ |
| <input type="checkbox"/> Event Coordinator            | @ \$300                                 | \$ _____ |
| <input type="checkbox"/> Wedding Officiator Donation  | @ Dependent on event size, \$50 minimum | \$ _____ |

**Subtotal for Services: \$ \_\_\_\_\_**

**Equipment/ Supplies Needed:**

If possible, I would like to utilize the decorations already in the Foyer and/ or Sanctuary for the ceremony.

- Shrubs/ Plants
- Pillar Stands
- Tables
- Chairs

**Venue Packages:**

- Diamond Package**  
Includes: Sanctuary, Youth Auditorium, Kitchen (Off site Prep), Janitorial, and Technical Director.  
@ \$1500/ 8 hours \$ \_\_\_\_\_
- Emerald Package**  
Includes: Sanctuary, Foyer, Kitchen (Off site Prep), Janitorial, and Technical Director.  
@ \$1150/ 8 hours \$ \_\_\_\_\_
- Pearl Package**  
Includes: Sanctuary, Coffee Bar, Janitorial, and Technical Director.  
@ \$1100/ 8 hours \$ \_\_\_\_\_
- Ruby Package**  
Includes: Foyer, Youth Auditorium, Kitchen (Off site Prep), and Janitorial.  
@ \$1000/ 8 hours \$ \_\_\_\_\_
- Sapphire Package**  
Includes: Foyer, Coffee Bar, Kitchen (Off site Prep), and Janitorial.  
@ \$800/ 8 hours \$ \_\_\_\_\_
- Jade Package**  
Includes: Foyer, Coffee Bar, and Janitorial.  
@ \$650/ 8 hours \$ \_\_\_\_\_
- Silver Package**  
Includes: Youth Auditorium, Kitchen (Off site Prep), and Janitorial.  
@ \$800/ 8 hours \$ \_\_\_\_\_
- Gold Package**  
Includes: Youth Auditorium, Coffee Bar, and Janitorial.  
@ \$ 950/ 8 hours \$ \_\_\_\_\_

**Subtotal for Package \_\_\_\_: \$ \_\_\_\_\_**



**Totals:**

Deposits \$ \_\_\_\_\_  
 Rooms Requested \$ \_\_\_\_\_  
 Services Offered \$ \_\_\_\_\_  
 Packages (+) \$ \_\_\_\_\_  
=  
Date: \_\_\_\_\_ **Total Overall Cost:** \$ \_\_\_\_\_  
Date: \_\_\_\_\_ **Amount Paid Today:** (-) \$ \_\_\_\_\_  
=  
**Balance Due:** \$ \_\_\_\_\_

**Payments:**

**First Payment:** *Security* Date Due: \_\_\_\_\_ \$ \_\_\_\_\_  
 **Second Payment:** *50% 4 weeks before event* Date Due: \_\_\_\_\_ \$ \_\_\_\_\_  
 **Third Payment:** *Final Balance by event start date* Date Due: \_\_\_\_\_ \$ \_\_\_\_\_  
 **Additional Payment:** Date Due: \_\_\_\_\_ \$ \_\_\_\_\_  
(-) \$ \_\_\_\_\_  
=  
Date: \_\_\_\_\_ **Total Owe:** \$ 0

**Payment Method:**

- Checks
- Cash
- Credit Card (Please Print)

Name: \_\_\_\_\_ Type of Card: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Card # 

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Card Holder Signature: \_\_\_\_\_ Exp Date 

<i>Month</i>		<i>Date</i>	

I, \_\_\_\_\_, authorize that everything in this application is what I have requested. I agree to make the payments on the scheduled due dates. I authorize Faith Ministries World Outreach Center to bill me for any damages that happen to the property while I am renting the designated rooms and equipment.

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