



Building Use Policy

Anyone whose philosophy, goals, and objectives do not conflict with the vision and purpose of New Heights Chapel will be considered on a case-by-case basis. New Heights Chapel reserves the right to accept or reject facility use to any entities at the discretion of the Deacons. Both the Wedding Application and the deposit are required to secure a date on the Chapel Calendar. The usage fee includes custodial services, media technician(s), chair rearrangement, equipment removal / resetting, and the Events Liaison. For applicable fees and deposit see the *Fee Schedule* for information.

Fee Schedule

The usage fees allow the use of the facility and furnishings along with cover costs for cleaning, media technician(s), break-down and set-up of seating and equipment, and the Events Liaison. These prices are applicable to events with durations of six (6) hours or less. If your event is expected to exceed six (6) hours, additional fees may apply. All usage fees will be paid to New Heights Chapel no later than two (2) weeks prior to the reservation date.

Deposit, Fees, and Rates	
Deposit	\$500
Use of Worship Hall with common areas	\$1750
Use of West Hall with common areas for Rehearsal Dinner	\$250
Use of West Hall with common areas for Reception	\$1250
Use of both Halls with common areas	\$3000

Equipment and instruments on the stage in the Worship Hall are not to be moved by anyone other than persons authorized by New Heights Chapel. If the piano needs to be repositioned on the stage, only NHC approved people should be used, and there will be a \$200 tuning fee. **All weddings must use media technicians and custodians approved by New Heights Chapel leadership.**

Make checks payable to *New Heights Chapel* and mail to:

New Heights Chapel, Attn: Courtney Williams, 2650 St. Andrews Dr., Murfreesboro, TN 37128.

For questions or to schedule a viewing of the facilities, contact the church office at 615.890.2004 or the Events Liaison.



Wedding Policy

The building and grounds of New Heights Chapel have been dedicated to the service of our Lord Jesus Christ. Our desire is to reach the people of Murfreesboro and Rutherford County with the Gospel while exercising proper stewardship of the building and grounds God provided. To this end, we require all users of the New Heights Chapel facility agree to the following:

1. Because we desire to honor God with the use of our building, we follow the instructions given in 2 Corinthians 6:14, "Do not be bound together with unbelievers; for what partnership have righteousness and lawlessness, or what fellowship has light with darkness?" believe this verse teaches a follower of Christ should only marry another follower of Christ. It is, therefore, our desire that our facility be used only for the marriage of two believers.
2. Additionally, we desire to honor God by following his instructions given in Matthew 19:4 & 5, ". . . Have you not read that He who created them from the beginning made them male and female, and said, 'For this reason a man shall leave his Father and Mother and be joined to his wife, and the two shall become one flesh'?" We believe this verse teaches that marriage is only between one man and one woman. Therefore, we will only allow our facility to be used for biblically defined marriages.

Requirements

1. Include no service elements that would detract from New Heights Chapel's desire to honor God in all that is done in our church building. Please contact the Events Liaison if you have questions about a particular element.
2. Use appropriate care in order to respect and protect the facilities and grounds.
3. Report any stains or damage to the Events Liaison.
4. Provide at least two (2) weeks prior to the wedding a Certificate of Insurance which lists New Heights Chapel as the additionally named insured with minimum \$1 million coverage per incident. You can obtain this from your insurance carrier.
5. Observe the *Peanut- and Peanut-Product-Free* policy in all areas of the building. Peanuts or any products containing peanuts are not allowed in the building.
6. Serve only non-alcoholic beverages on the campus of New Heights Chapel, including but not limited to the parking lot, building, and landscaped areas.
7. Allow food and beverage only in the kitchen and West Hall.



Wedding Policy, cont.

8. Be aware that no smoking or the use of smokeless tobacco is allowed anywhere on the campus of New Heights Chapel, including the building, parking lot, and landscaped areas.
9. Obtain prior approval from the Deacons for any plans including dancing or a live DJ / band.
10. Use only dripless candles.
11. Refrain, while securing decorations, from the use of any implement, device, or tool leaving any marks or holes of any kind.
12. Remove all decorations and flowers following the ceremony.
13. Agree to use whatever decorations are in place in the Worship Hall during holiday seasons.
14. Refrain from moving or rearranging any furniture or equipment except that which is agreed upon by the Events Liaison and in writing prior to the date of the wedding. This includes all musical instruments and equipment on stage, particularly the piano, keyboard, and audio / video stations. Tables and chairs in the classrooms or the West Hall may be moved as needed but have to be put back in place after the event.
15. Vacate the building no later than 10:00 pm if the ceremony is held on a Saturday evening.
16. Insure that the deposit has been paid and the Facility Rental Application has been submitted in order to secure your event on the Chapel Calendar.
17. Pay all other fees no later than two (2) weeks prior to the event.
18. Notify New Heights Chapel immediately and in writing if the wedding is canceled.
The deposit will be forfeited if the event is canceled within ninety (90) days of the scheduled date.



Wedding Application

Deposit of \$500.00 is due with application to secure wedding date on the Chapel Calendar. All other fees are due two (2) weeks prior to the wedding.

Wedding date and time _____

Rehearsal date and time _____

Areas Requested: _____ Worship Hall (rehearsal) _____ Worship Hall (wedding)

_____ West Hall (rehearsal dinner) _____ Kitchen

_____ West Hall (reception) _____ Kitchen

_____ Other (please specify) _____

Bride's Information Name _____

Address _____ City / State / Zip _____

Cell Phone _____ Home Phone _____ email _____

Groom's Information Name _____

Address _____ City / State / Zip _____

Cell Phone _____ Home Phone _____ email _____

Officiating Minister's Information Name _____

Address _____ City / State / Zip _____

Cell Phone _____ email _____



Wedding Contact Person / Coordinator? Name _____ Phone _____

Wedding Application, cont.

AGREEMENT: We have read this document in full, including Requirements and Fees, and understand completely what is contained herein. By our signatures below, we indicate that we agree to comply with these requirements and respect the New Heights Chapel facility and grounds as specified in this agreement.

Bride _____ Date _____

Groom _____ Date _____

NHC OFFICE DETAILS

Event on Calendar Date _____ Certificate of Insurance? _____ Rec'd. by _____

Deposit paid _____ Check # _____ Fees Paid _____ Check # _____