



Date Received: _____
Approved: yes / no _____
Approved by : _____
Date Approved: _____
Deposit due: _____

**WEDDING - Building and Equipment Use Application**

**Please complete Sections 1 - 3**

1. NAME \_\_\_\_\_ PHONE \_\_\_\_\_  
 ADDRESS \_\_\_\_\_

2. Please fill in the following:

Wedding Date and time \_\_\_\_\_ Day (s) of the week (circle ) M T W T F S Su  
 Rehearsal Date and time \_\_\_\_\_ Set up Date and time \_\_\_\_\_  
 How Many People will attend? \_\_\_\_\_

**➔ Guidelines for building use are on the back of this form:  
 Please read and accept the terms before filling our the rest**

I have read and accepted the terms: \_\_\_\_\_  
 Signature required

3. **Rooms and Equipment: Please check all that apply.**

\_\_\_ Auditorium (seats 200)  
 \_\_\_ DVD \_\_\_ PROJECTOR \_\_\_ SOUND SYSTEM \_\_\_ CD PLAYER  
 \_\_\_ STAGE \_\_\_ PIANO \_\_\_ MICROPHONES (how many) \_\_\_

\_\_\_ Café' (seats 16 at tables)  
 \_\_\_ DVD \_\_\_ TV \_\_\_ WHITE BOARD

\_\_\_ Kitchen  
 \_\_\_ COFFEE MAKER \_\_\_ OVEN \_\_\_ MICROWAVE \_\_\_ Large Coffee Pot  
 \_\_\_ REFRIGERATOR \*the refrigerator has limited space

**MISC:**  
 \_\_\_ Tables \_\_\_ How many (we have 15) \_\_\_ Chairs \_\_\_ How many ( we have 30 Metal chairs)

Additional:  
 \_\_\_\_\_

**OFFICE USE ONLY** AMT. OF DEPOSIT RECEIVED WITH APPLICATION \_\_\_\_\_ BALANCE DUE \_\_\_\_\_

Please make three copies of this form upon approval. Copy to Applicant – Copy to Office – Copy to Custodian

# GUIDELINES for Building Use for Weddings

\*\*Please read the following guidelines very carefully to avoid problems.\*\*

## Specifics:

- Building use for weddings is only permitted for those who attend Morning Star Fellowship. (Specifically the bride and groom.)
- There is no set fee or suggested amount for the use of the building. However there are expenses that you will be responsible for. These are costs that are beyond normal building usage.
- Setup and clean-up will be the assumed responsibility of the wedding party. i.e. tables, chairs, stage plants, etc.
- An honorarium for the minister is courteous.
- Wedding ceremonies held on Saturdays must begin by 1 p.m. and the building vacated by 5 p.m. to get ready for Sunday service.
- No alcohol are permitted *in* the church building.
- **No electronic equipment or furniture is to be moved from the platform. No furniture, pillars or foliage should be removed from the foyer.** *However, you may re-arrange plants on stage as long as they are put back in their original place.*

### **Guidelines For Using the Café / Kitchen**

- It is your responsibility to put away everything where you found it.
- If you use any of the equipment, please clean it up and put it away. This includes coffee pots; drink containers; dishes; pans; etc.
- Do not leave dishes in the dish drainer. Wash, dry and put away in the proper place.
- Do not leave food in the refrigerator after you are done. Dispose of all trash. The trash and cardboard receptacles are located in the back of the back parking lot.
- Church supplies are to be used for church ministry only. This includes paper products.

## **Fees:**

<b>Item</b>	<b>Cost</b>	<b>Total</b>
Custodial Fee for Auditorium (rehearsal & wedding)	\$50	
Sound Technician	\$60	
<b>Total Reimbursements:</b>		\$