

# CRCSJ Policies and Guidelines

June 2020

## WEDDINGS

### FACILITY USE and FEE AGREEMENT FOR MEMBERS

This Agreement is made and entered into on \_\_\_\_\_ between the Christian Reformed Church of St. Joseph, 3275 Washington Ave., St. Joseph, MI 49085 (referred to as the "Church") and \_\_\_\_\_ (Bride and Groom).

Bride's Name: \_\_\_\_\_ Day phone: \_\_\_\_\_

Address: \_\_\_\_\_ Night phone: \_\_\_\_\_

City/State: \_\_\_\_\_ Email: \_\_\_\_\_

Groom's Name: \_\_\_\_\_ Day phone: \_\_\_\_\_

Address: \_\_\_\_\_ Night phone: \_\_\_\_\_

City/State: \_\_\_\_\_ Email: \_\_\_\_\_

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

Church Affiliation: \_\_\_\_\_ Email: \_\_\_\_\_

Use of CRCSJ pastor will require pre-marital counseling meetings with the Bride and Groom. Utilizing a pastor from another church will require the approval of Council, and as a basis, will only be allowed if religious beliefs are consistent with Reformed theology. In addition, due to the covenantal nature of the sacrament of communion and the biblical requirement that those who partake of the sacrament must first examine themselves, the celebration of communion is not to be part of the wedding ceremony.

#### 1. PERIOD OF USE

The use of the Facility will be:

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

between the hours of \_\_\_\_\_ to \_\_\_\_\_

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

between the hours of \_\_\_\_\_ to \_\_\_\_\_

#### 2. NON-REFUNDABLE DEPOSIT - to secure date

The Bride and Groom agree to include with this agreement a non-refundable reservation deposit of \$25.00 **made payable to CRCSJ**. The reservation deposit is in addition to other fees.

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### 3. MEMBER FEE STRUCTURE -

The Bride and Groom agree that the fee for use of the facility at the Church for the period set forth in Paragraph 1 shall be:

<input type="checkbox"/> Sanctuary	N/C
<input type="checkbox"/> Fellowship Hall, incl. kitchen	N/C
<input type="checkbox"/> Pastor Fee	Free-will honorarium
<input type="checkbox"/> *Custodial Fee – wedding/rehearsal	\$ 75
<input type="checkbox"/> *Custodial Fee – reception (if applicable)	\$ 75
<input type="checkbox"/> *Church Representative Fee	\$100
<input type="checkbox"/> Organist	\$100 (suggested)
<input type="checkbox"/> Pianist	\$100 (suggested)
<input type="checkbox"/> *Light & Sound Technician	\$ 75
<input type="checkbox"/> Videographer	\$ 75
<input type="checkbox"/> *Non-refundable deposit	\$ 25
<input type="checkbox"/> Other	

(\* Required fees)

**TOTAL** \_\_\_\_\_

### 4. INDEMNITY AGREEMENT

The Bride and Groom agree that he/she/they will indemnify and hold harmless the Church against all liability, judgments, cost and expenses which may in any way come against the Church, or which may in any way result from carelessness or neglect of the Bride and Groom and/or their invitees, employees or workers.

### 5. DAMAGES TO FACILITY

Should any property or equipment of the Church be damaged or destroyed by the Guests during use of the facility on the date and times set forth in Paragraph 1, the Bride and Groom shall promptly reimburse the Church for all work then performed and all materials then used or provided to repair or replace any damage to the physical property of the facility or equipment located on the facility.

### 6. CLEAN UP

Bride and Groom shall make sure all garbage is properly disposed of into trash receptacles.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Christian Reformed Church of St. Joseph

\_\_\_\_\_  
Date

\_\_\_\_\_  
Bride's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Groom's Signature

# CRCSJ Policies and Guidelines

June 2020

## Weddings: Members

1. A deposit of \$25.00 must be made to reserve the date on the church calendar. A check should be made payable to CRCSJ and sent, along with the reservation form, to the church office. The remaining fees must be sent to the church office 30 days prior to the wedding.
2. The Church Representative will be assigned to act as a liaison between the bride/groom and the church.
3. The role of the Church Representative:
  - Open church building 30 minutes before rehearsal
  - Open church building 2 hours before wedding (or as arranged)
  - Lock church building after activities
  - Be present at church at all times during the rehearsal and wedding
  - Provide names and phone numbers of organists, pianists, (if needed)
  - Provide Light & Sound Technician.
  - Reserve and arrange for moving of church equipment (however, piano and drums are not to be moved)
  - The Church Representative is not a wedding planner and will not plan any part of the rehearsal, wedding or any other portion of the wedding event. They are to solely represent the Church to ensure that the Wedding Policy and Facilities Use policy is upheld
  - Make any special requests to the church staff or Executive Committee on behalf of the Bride and Groom
  - Ensure personal belongings are not left at church
4. Any decorations in the church are the Bride and Groom's responsibility
  - Candles must be dripless
  - Glue, nails, or anything potentially damaging may not be used to attach decorations
  - Bird seed and flower petals (no rice) may be thrown only outside of the church building
  - The wedding party shall remove flowers and all decorations immediately following the wedding
5. The use of alcohol is prohibited on the church grounds.
6. Smoking and vaping are permitted outside of the building only.
7. Damage of property, equipment or other items must be promptly reported and the cost for all work and materials promptly reimbursed.

# CRCSJ Policies and Guidelines

June 2020

## CHRISTIAN REFORMED CHURCH OF ST. JOSEPH WEDDINGS FACILITY USE and FEE AGREEMENT FOR NON-MEMBERS

This Agreement is made and entered into on \_\_\_\_\_ between the Christian Reformed Church of St. Joseph, 3275 Washington Ave., St. Joseph, MI 49085 (referred to as the "Church") and \_\_\_\_\_ (Bride and Groom).

Bride's Name: \_\_\_\_\_ Day phone: \_\_\_\_\_

Address: \_\_\_\_\_ Night phone: \_\_\_\_\_

City/State: \_\_\_\_\_ Email: \_\_\_\_\_

Groom's Name: \_\_\_\_\_ Day phone: \_\_\_\_\_

Address: \_\_\_\_\_ Night phone: \_\_\_\_\_

City/State: \_\_\_\_\_ Email: \_\_\_\_\_

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

Church Affiliation: \_\_\_\_\_ Email: \_\_\_\_\_

Use of CRCSJ pastor will require pre-marital counseling meetings with the Bride and Groom. Utilizing a pastor from another church will require the approval of Council, and as a basis, will only be allowed if religious beliefs are consistent with Reformed theology.

In addition, due to the covenantal nature of the sacrament of communion and the biblical requirement that those who partake of the sacrament must first examine themselves, the celebration of communion is not to be part of the wedding ceremony.

### 1. PERIOD OF USE

The use of the Facility will be:

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

between the hours of \_\_\_\_\_ to \_\_\_\_\_

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

between the hours of \_\_\_\_\_ to \_\_\_\_\_

### 2. NON-REFUNDABLE DEPOSIT - to secure date

The Bride and Groom agree to include with this agreement a non-refundable reservation deposit of \$100.00 **made payable to CRCSJ**. The reservation deposit is in addition to other fees.

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# CRCSJ Policies and Guidelines

June 2020

**3. FEE STRUCTURE -**

The Bride and Groom agree that the fee for use of the facility at the Church for the period set forth in Paragraph 1 shall be:

<input type="checkbox"/> *Sanctuary	\$375
<input type="checkbox"/> Fellowship Hall, incl. kitchen	\$225
<input type="checkbox"/> *Pastor Fee, including counseling & ceremony	\$350
<input type="checkbox"/> *Custodial Fee – wedding/rehearsal	\$ 75
<input type="checkbox"/> *Custodial Fee – reception (if applicable)	\$ 75
<input type="checkbox"/> *Church Representative Fee	\$150
<input type="checkbox"/> Organist	\$100 (suggested)
<input type="checkbox"/> Pianist	\$100 (suggested)
<input type="checkbox"/> *Light & Sound Technician	\$ 75
<input type="checkbox"/> Videographer	\$ 75
<input type="checkbox"/> *Non-refundable deposit	\$100
<input type="checkbox"/> Other	

(\* Required fees)

**TOTAL** \_\_\_\_\_

**4. INDEMNITY AGREEMENT**

The Bride and Groom agree that he/she/they will indemnify and hold harmless the Church against all liability, judgments, cost and expenses which may in any way come against the Church, or which may in any way result from carelessness or neglect of the Bride and Groom and/or their invitees, employees or workers.

**5. DAMAGES TO FACILITY**

Should any property or equipment of the Church be damaged or destroyed by the Guests during use of the facility on the date and times set forth in Paragraph 1, the Bride & Groom shall promptly reimburse the Church for all work then performed and all materials then used or provided to repair or replace any damage to the physical property of the facility or equipment located on the facility.

**6. CLEAN UP**

Bride and Groom shall make sure all garbage is properly disposed of into trash receptacles.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Christian Reformed Church of St. Joseph

\_\_\_\_\_  
Date

\_\_\_\_\_  
Bride’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Groom’s Signature

# CRCSJ Policies and Guidelines

June 2020

**Weddings: Non-Members** A non-refundable deposit of \$100.00 must be made to reserve the date on the church calendar. A check should be made payable to CRCSJ and be sent, along with the reservation form, to the church office. The remaining fees must be sent to the church office 30 days prior to the wedding.

1. The Church Representative will be assigned to act as a liaison between the bride/groom and the church.
2. The role of the Church Representative:
  - Open church building 30 minutes before rehearsal
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  - Be present at church at all times during the rehearsal and wedding
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  - The Church Representative is not a wedding planner and will not plan any part of the rehearsal, wedding or any other portion of the wedding event. They are to solely represent the Church to ensure that the Wedding Policy and Facilities Use policy is upheld
  - Make any special requests to the church staff or Executive Committee on behalf of the Bride and Groom
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  - Candles must be dripless
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6. Damage of property, equipment or other items must be promptly reported and the cost for all work and materials promptly reimbursed.