

# WEDDING FACILITY USE AGREEMENT

Primary Contact Person: \_\_\_\_\_

Primary Contact Phone: \_\_\_\_\_

Primary Contact Email: \_\_\_\_\_

Bride's Name: \_\_\_\_\_

Groom's Name: \_\_\_\_\_

Date/Time of Ceremony: \_\_\_\_\_

Date/Time of Rehearsal: \_\_\_\_\_

Do you need an officiant? Y/N

If an officiant has already agreed to do your wedding ceremony, please state their name here: \_\_\_\_\_

What date/time would you like to start decorating for the wedding ceremony?  
\_\_\_\_\_

What date/time would you like to start preparing for the rehearsal? \_\_\_\_\_

Equipment Use (if applicable)

Sound System            Overhead Projector/Screen            Piano Keyboard

Chairs                    Microphones (how many\_\_\_\_)

## RESPONSIBILITIES AFTER BUILDING USE

Please note that it is the responsibility of the group or individual using the facility to set up, clean up and return the facility to normal setup after the approved event or activity.

- Collect all garbage into bags and bring it out to the dumpster at the bottom of the parking lot.
- Wipe off tables. If food or drink is involved, wipe all tables clean using a mild soap and water solution. Spray bottles of cleaner are also in each classroom.
- Return all tables, chairs, and equipment to their proper places after your event. Return all rooms to their normal set up.
- If using the kitchen, please wash and dry all dishes used and return them to the correct cupboard or drawer. Take all extra food and beverage with you unless specific plans for usage have been made. Wipe counters and leave the kitchen clean and ready for next use.

- Coffee Machine Usage - Please follow all directions on coffee usage. For events that are not church related, the user's own coffee must be provided.
- Vacuum floors and mop as needed. Report any damage to equipment or property promptly.
- If the building is not in use when finished, please check that all doors are locked, windows are closed, and lights off. Then lock up. (Set the alarm if you are the last person leaving).

\*Paper towels, cleaning supplies, broom, mop, vacuum, etc. are located in the hall closet near the stairwell of each floor.

### **PAYMENT**

I will submit a deposit of \$200 as soon as I receive confirmation for this request. I recognize my wedding will not be added to the church calendar until this deposit is paid. \$100 of this deposit will be refunded after the event if the user abides by the rules and regulations in the agreement. Checks can be made out to Northeast Christian Church (Attention: Wedding Request Payment) 4900 Stellhorn Road, Fort Wayne, IN 46815. You can also pay online at nefw.org, by clicking the tab: Give Today.

I will submit all outstanding payments (\$750) at least two weeks before the event. I understand that if the balance is not received by this point I may lose my reservation.

Rental fee of \$950 (including damage deposit) includes use of the facility over two days, cleaning before the event, A/V specialist, and wedding coordinator. Officiant fee not included.

### **RULES AND REGULATIONS**

#### **BREAKAGE**

All persons and/or groups using our facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage, or breakage. The persons signing the Application for use shall be responsible for paying costs incurred by the church in cleaning, repairing, or replacing any part of the building or its furnishings and equipment which in the judgment of the church has been carelessly or irresponsibly subjected to more than normal wear and tear by the persons or group involved.

#### **ALCOHOL POLICY**

The serving, consumption, or use of alcoholic beverages, marijuana, or other controlled substances shall not be permitted at any time on church property, including the outdoor areas and parking lots.

**DECORATIONS**

All decorations must be hung with masking or painter’s tape only. All such decorations must be removed immediately and completely following the event. Helium filled balloons are not permitted inside the building. Candles are permitted as long as wax is removed from carpet and/or furniture. Flower petals are permitted **only** if the parties responsible remove them immediately following the wedding. Confetti or rice is not to be used within the church facility or on the church property.

**BUILDING ACCESS**

Arrangements for access into the church facility will be made upon approval of the Room Use Agreement. If required, one electronic passcode and/or alarm code will be loaned to the Responsible Party during the scheduled facility usage. The passcode is not to be shared with others.

**AUDIO/VIDEO USAGE**

All equipment for projection and audio/video system must be run by someone trained by the church and authorized to use the equipment. In most cases there will be a fee for these services.

**INJURY/DAMAGE/LOSS**

The Church assumes no responsibility for lost, stolen or destroyed items, nor will the Church be liable for any user’s injury or property damage at any time in any part of the Facilities. In some circumstances a liability waiver may be required.

Users will be held fully responsible for any injury, damage or loss of the church property caused by intentional or negligent conduct on the part of any person using the church facilities.

It is an express term of this agreement that the user indemnifies the church for any costs or damages of any kind incurred by the church, as a result of the use of the facility by the user. User agrees to be responsible for preparing to use and returning to the pre-use condition all areas of the premises which User will use, including entrances and exits.

I would like to reserve Northeast for the event on the date listed above and I agree to abide by the standards and expectations listed above.

Date \_\_\_\_\_

User Name Signature \_\_\_\_\_

User Name Printed \_\_\_\_\_