

Christ called
Christ centered
Christ sent...loving all

Schoenbrunn Community Moravian Church Application for a Wedding

Name of member making application: _____

Name of Non-member making application: _____

(If non-member) what is your relationship to congregation: _____

Purpose: _____

Rooms requested: Sanctuary _____ Classroom _____ Fellowship Hall and Kitchen _____

Date and time of use: Date(s) _____ Time(s) _____

Frequency of use: Once _____ Weekly _____ Monthly _____

Number of attendees: Adults _____ Children/Youth _____ Age range of Children/Youth _____

If request is from a non-member, please include the following information:

Officiating Pastor: _____

Church affiliation: _____

Pastor's phone number: _____

Groom's name: _____

Bride's name: _____

If permission to use the facility is granted, does the group agree not to hold the Schoenbrunn Community Moravian Church, its officers or pastor, as well as the Moravian Church in America Northern Province, liable for any personal injuries or damage to the property which might occur while the group is using the building? And, if someone associated with your group should take legal action against the congregation, its officers or pastor, as well as the Moravian Church in America Northern Province; does your group agree to pay the cost of all legal fees which are related to such actions?

Yes _____ No _____

I have read the Schoenbrunn Community Moravian Church Facility Use Policy General Rules and Conditions of Use and agree that our group/organization will strictly abide by the guidelines of that policy, if we are granted permission to use the facility.

Signed: _____ Printed Name: _____

Address: _____

Phone: _____ Date: _____

Please notify church office if there are any changes to this information.

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For office use only:

Elders approved: _____ Date: _____ Signature: _____

Trustees approved: _____ Date: _____ Signature: _____

Deposit received: _____ Date: _____ Initials: _____

Rental fee received: _____ Date: _____ Initials: _____

Deposit returned: _____ Date: _____ Initials: _____

Schoenbrunn Community Moravian Church

Facility Use Policy

General Rules and Conditions of Use

Application Procedure: Person(s) desiring to use the building must complete and submit a written "Application for Building Use" a minimum of 30 days prior to the date of use. The church office maintains a calendar of approved usage to assist in avoiding scheduling conflicts. The application must then be presented to both the Board of Elders and the Board of Trustees for approval. If approved, the applicant will be notified by the Financial Secretary with instructions regarding payment of security deposit and fees.

Weddings: Member/non-member fees – A couple wishing to be married must present a request for approval. If one of the parties is a current member in good standing, or their parent(s) or guardian(s) are members in good standing, they will be charged the member fees. If neither party or parent(s) or guardian(s) are members, they will be charged non-member fees.

Refusal or cancellation of use: The Joint Board has the right to refuse or cancel any application for use. The applicant will be given written or verbal notice of refusal and cancellations with an appropriate explanation. Requests for use may be denied or use cancelled for the following reasons, including but not limited to:

1. Unsatisfactory prior use.
2. Non-payment of fees/deposit before due date.
3. Not giving proper cancellation notice.

If the church, due to unforeseen circumstances, makes a cancellation because the facility is unusable or unsafe, a full refund will be made.

A written/verbal notice of cancellation must be given seven (7) days before the intended use for a full refund. No refund will be made if the written/verbal notice of cancellation occurs within seven (7) days of the intended use, unless the Boards approve a refund.

General Rules: We believe that God wants all of us to be responsible stewards and caretakers of the resources that He has given to us; therefore, we extend the privilege of using the building to others as part of the congregation's ministry to the community. In cases where any of the following rules have been violated, as determined by the Board of Trustees, the applicant shall be liable for the full cost of materials, labor, replacement, repairs or damages (over and above the security deposit). Any deposit remaining after satisfactory cleaning and any damage repair are complete, shall be refunded within sixty (60) days or within fourteen (14) days of the event, if the facility is left in satisfactory condition. Therefore, please abide by these general rules:

ALL groups/person(s) are responsible for their event clean-up, including but limited to:

1. The kitchen and rooms must be left clean and in the same or better condition that they were in before the activity.
2. Cleaning of all equipment used, including stove, chairs, tables and counter areas.

3. All floors must be swept.
4. All litter and trash must be picked up and moved to the outside trash receptacles.

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5. Return and relocate all equipment used during an event to its proper location.

There will be **NO SMOKING** in any church building and no use of any alcoholic beverages on the church property or parking lot at any time. No church property will be used for any political purposes. No device which produces flames, sparks, smoke or explosives may be used in or about the church.

Animals are NOT permitted unless they are service animals used in aiding an individual or when approved by the Joint Board.

All decorations and signage are the responsibility of the user. **NO DECORATIONS OR SIGNS SHALL BE PERMITTED TO BE HUNG, TAPED, TACKED OR NAILED TO THE CEILING TILES in the fellowship hall OR TO ANY WALLS OR CEILING in the sanctuary.**

Chairs, tables, china, kitchenware and other such equipment **ARE NOT** to be borrowed or removed from the church property without prior written approval of the Pastor and the Joint Board.

Thermostats may be only adjusted by an **authorized** church member.

The Joint Board reserves the right to **LIMIT** the use of the facilities and the number of uses by any one group so that the entire community may make use of the limited facilities available.

Multiple and/or repeat reservations of any given group will be contingent upon their appropriate care of the facility and observance of approved rules and regulations.

Groups may reserve meeting rooms for monthly or weekly meeting up to 12 months. After 12 months, a new application for building use is required for review.

All events involving youth or children must be supervised at all times by person(s) over 21 years of age. **No children are ever to be left unattended anywhere in the church building or on church property.**

At no time shall Fire Exits be covered or obstructed.

Schoenbrunn Community Moravian Church assumes no responsibility for clothing, jewelry, money, materials, equipment or any other items left at the church at any time. Any items remaining will be assumed to be trash and will be discarded.

Schoenbrunn Community Moravian Church Building/Facilities Use Fee Schedule

Members

Facility Use Guidelines:

- Note: On Sundays, access to the church cannot be gained until after 2:00 PM (*schedule events to begin after 3:00 PM*).
- It is your responsibility to return the fellowship hall and the sanctuary to its original configuration.

Non-Members will pay a flat fee of \$500 for use of the building for the wedding. This includes the use of the building, the pastor, the organist, audio/ visual support, and rooms to get ready in. Couples are not required to use all these resources, but no discount will be given if any of these services are declined.

There is no cost to members for the use of the sanctuary for a wedding or wedding rehearsal. They are asked to pay honorariums to the pastor, organist, and audio/ visual support.

There would be a \$100 additional fee if the couple would like to rent the fellowship after the service for a cake reception.

Music purchased is reimbursable directly to organist.

