



## **Wedding Rental/Use of Facility and Property Policy**

### **AGREEMENT**

This agreement is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ by and between Christian Life Center, ("Church") and (The "Recipient"), under the following circumstances:

Whereas, the Recipient desires to rent and/or use the facilities of Christian Life Center on \_\_\_\_\_ for their Wedding and Rehearsal on \_\_\_\_\_ and is willing to comply with the policy and guidelines outlined in the agreement.

Now, therefore, the Recipient hereto agrees to the following:

### **POLICY:**

Church owned property or facilities can be used for personal benefit based on criteria set by the Church Board. This includes the rental of facilities and specified audiovisual only. Specialized events will be determined on a case-by-case basis, particularly the use of facilities during the months of Easter and Christmas. CLC Wedding Coordinator services are required for all weddings except those being held in the Chapel.

### **FACILITY GUIDELINES:**

- ◆ There are no rentals permitted on Sundays, Wednesdays or Saturdays after 3 pm.
- ◆ On site contact person must be present at all times.
- ◆ Other than items listed in the wedding guidebook, no church supplies are to be used.
- ◆ No advertisements are to be distributed in the parking lot areas.
- ◆ Alcohol and/or dancing are prohibited on church premises.
- ◆ Christian Life Center is a smoke-free facility.
- ◆ Under no circumstances are children to be left unattended while on the Christian Life Center campus. Parents must accompany all children under the age of 13 at all times.
- ◆ In case of emergency during the event, please contact the custodian on call or available CLC staff.
- ◆ Use of birdseed, rice, or flower petals are prohibited for send-offs. Flower petals may be used only in the Sanctuary.

### **FOOD AND DRINK:**

- ◆ Kitchen facilities and equipment may be used with prior approval only.
- ◆ No drinks with red or grape colored dye are permitted anywhere within our buildings (this includes punch, crème soda, Kool aid, grape juice, etc.)
- ◆ Absolutely NO food or drink may be carried in any hallway or classroom without the proper lid or container.

### **DECORATIONS:**

- ◆ Candles may be used only if contained in glass. The flame must not exceed the top of the container. All taper candles used must be drip-less.
- ◆ Small items such as confetti, glitter, etc. are not allowed in the building due to the difficulty in clean up.
- ◆ CLC cloth table covers are not to be used on any tables with food items.
- ◆ No nails, push pins, scotch tape or staples are to be used on any walls or furniture.
- ◆ Signs on exterior doors are allowed with prior approval from Wedding Coordinator.

**MAINTENANCE and UPKEEP:**

- ◆ Custodians will provide set-up of tables, chairs, and equipment according to the detail on the Set-up Diagram.
- ◆ All decorations, table coverings, coffee, cups, etc. are the responsibility of person renting the facilities to provide and clean up.
- ◆ Any coffee pots, carafes, pitchers, punch bowls, etc. used must be washed and stored properly.

**TECHNICAL:**

- ◆ All technical needs such as portable sound system, microphones, tape players, TV's, VCR's, etc. must be requested through the Wedding Ministry Administrative Assistant who will then request through EventU.
- ◆ Sound/Technical needs are to be handled by Christian Life Center only. Individuals other than CLC staff are not permitted to run technical or sound equipment or provide assistance.

**USAGE FEES:**

**Full amount of usage fees due at least 30 days prior to event date with Set-Up Diagram. Rental price covers reservation from Thursday evening for rehearsal and Saturday morning-afternoon.**

**Fees:**

|   |                          |
|---|--------------------------|
| Sanctuary Package (includes: Sanctuary, Rooms 105/106, 110/111, Bridal Room)                  | \$200 + \$100.00 deposit |
| Gym Reception Package – (includes: Gym and Ministry Center Kitchen)                           | \$200 + \$100.00 deposit |
| Fireside Reception Package – (includes: Fireside Room and Daycare or Ministry Center Kitchen) | \$50 + \$25.00 deposit   |
| Chapel – (Wedding/Vow Renewal)  | \$100 + \$50.00 deposit  |
| Mentoring Fees  | \$40                     |

***\*\*Refundable security deposit is half of the amount of the rental fee, for example to rent the Sanctuary Package the total cost would be \$300 (\$200 for rental fee + \$100 for deposit). Deposit will be returned within 14 days of the event provided there is no damage reported.***

Broken, damaged, missing items, or additional costs incurred for clean up and repair will be charged to the Recipient. The costs will be deducted from the security deposit. Should the costs exceed the deposit, the additional cost will be invoiced and must be paid in 14 days from the invoice postmark.

The security deposit is due with the reservation request. Event date(s) will not be reserved until the security deposit is paid in full.

Usage fee is due 30 days prior to wedding and should be mailed/brought to CLC, c/o Facility Management/Weddings.

**Please send deposit refund to:**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Is this the address where newlyweds will be living? \_\_\_\_\_ If not, please provide address below.

Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

1. The Church will have sole discretion in determining what measures are necessary to promote the health and safety of the public at the event.
2. The Recipient acknowledges that the Church is not responsible for the event in any manner, and the Recipient will indemnify and hold harmless the Church, its agents and employees, against all claims, demands, damages, injuries, liability, cost and expenses, including attorney fees, that may arise or be incurred from or related to the event.
3. Any and all invoicing, payments or written communications provided for in the agreement will be delivered in person or by first class United States mail, postage prepaid, and addressed as follows:

Christian Life Center  
 C/O Facility Management/Weddings  
 3489 Little York Road  
 Dayton, OH 45414

4. This Agreement constitutes the entire agreement of the parties. It may only be amended by a writing signed by both parties.

In Witness whereof, the parties executed this instrument on the date first written above.

Recipient: \_\_\_\_\_ Date: \_\_\_\_\_

Facility Management: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Deposit: Amount: \_\_\_\_\_ Date Paid \_\_\_/\_\_\_/\_\_\_ Cash  Check # \_\_\_\_\_

Rental Amount: \_\_\_\_\_ Date Paid \_\_\_/\_\_\_/\_\_\_ Cash  Check # \_\_\_\_\_

Balance Due: \_\_\_\_\_ Date Paid \_\_\_/\_\_\_/\_\_\_ Cash  Check # \_\_\_\_\_  
*(due 30 days prior to wedding)*

Mentoring Fee: \_\_\_\_\_ Date Paid \_\_\_/\_\_\_/\_\_\_ Cash  Check # \_\_\_\_\_  
*(due at time of initial set-up of wedding plans)*

Security Deposit Returned \_\_\_/\_\_\_/\_\_\_