

Facility Usage Request WEDDING

COVENANT COMMUNITY CHURCH
 2860 Mack Road, Fairfield Ohio 45014
 513-942-5570 / fax 942-5574
 Email: office@fairfieldcov.org

Date of Application _____

Date of Wedding _____ Time _____ # of guests _____

Date of Rehearsal _____ Time _____

Bride's Name _____

Address _____

City & State _____ Zip _____ Phone _____

Groom's Name _____

Address _____

City & State _____ Zip _____ Phone _____

Pastor Officiating _____ Contact # _____

Address to send refund _____

POLICIES

1. All requests are subject to events already on the church calendar.
2. Room capacity is 300, but seating capacity is only 200. There is an extra charge to seat 200 to 300.
3. One of the pastors of Covenant Community Church or a licenced clergy approved by the pastor must officiate at the wedding. Pre-marriage counseling sessions with the couple is required by a pastor.
4. SECURITY DEPOST is due at point of scheduling. All other fees are due 7 days before rehearsal.
5. There is **NO SMOKING** in the building and **NO ALCHOLIC BEVERAGES** on the property.
6. Arrangements must be made with florist to pick up borrowed items.
7. Bridal Party may have 1 hour access for rehearsal the evening before the wedding.
8. Bridal Party may have access day of wedding 3 hours prior to and up to 1 hour after the wedding.
9. Candles may be used by wedding party only.
10. Decorations may not be attached to the walls.
11. Any banners in place in the sanctuary are not to be removed.
12. If sound equipment is needed, a trained sound technician from Covenant Community Church must be secured by our pastor to operate the system.
13. Musicians must be secured separately and their fees determined on an individual basis.
14. The building must be left as it was found or the security deposit will be used for extra custodial work.
15. Security deposit will be refunded within 14 business days after the event, if all is in order.

<u>Donations</u>	<input type="checkbox"/> <u>Members</u>	<input type="checkbox"/> <u>Non-Members</u>	<u>Date</u>
Security Deposit	\$100.00	\$100.00	Paid _____ Refund _____
Church Use	-0-	\$100.00	Paid _____
Seating 200 to 300	-0-	\$100.00	Paid _____
Pastor	Donation	\$300.00	Paid _____
Sound Technician	\$75.00	\$75.00	Paid _____
Fellowship Hall Reception	-0-	Not Available	
Janitorial			
Main level	\$75.00	\$100.00	Paid _____
Sr High room, if used	\$25.00	\$50.00	Paid _____
Reception, if used	\$150.00	Not Available	Paid _____
TOTAL:	\$425.00	\$825.00	

Signature _____ Date _____

CCC Accepted (Properties Chair or Pastor) _____ Date _____