

REQUEST FOR USE OF FACILITIES FOR WEDDING

Round Rock Christian Church (Disciples of Christ)

22 Chalice Way, Round Rock, TX 78664

All times and dates must be coordinated and approved by the Senior Minister, the Chair of Trustees, and the Property Chairperson. The Senior Minister must approve request for service using a guest minister.

SANCTUARY: Fee for members, none. Fee for non-members, \$200
Returnable damage deposit, \$200 Returnable key deposit, \$25

FELLOWSHIP HALL: Cost for members, \$100. Cost for non-members \$250.
Deposits: None, if deposits paid for sanctuary; otherwise, the same guidelines apply.

The deposits will be returned minus any charges for damage following the wedding. If no damage has occurred, and all keys are returned, the full deposit will be refunded.

ORGANIST: It is recommended you use our church organist for your celebration. Our organist is familiar with the instruments in the church and how to run the sound system. The fee is \$125 for members and non-members all-inclusive. The organist will provide an initial consultation to help couples and families choose music for the ceremony from at least a dozen most-popular wedding pieces and special request. He/she will also be present at the rehearsal to ease nervousness, particularly with the procession. Finally, at the wedding itself, the organist will provide music at least 20 minutes before the wedding while guests are being seated, through the ceremony, and while guests are being dismissed. If you would desire a vocalist at the wedding, he/she can arrange for someone. The wedding party is responsible for payment of the vocalist.

CUSTODIAN: A custodian service is required for all weddings. The fee for all weddings is \$50 for the Sanctuary or \$150 for the sanctuary and the Fellowship Hall.

SENOIR MINISTER: RRCC will provide a minister to officiate at all weddings. The fee is \$150 for all non-members and includes services from marriage preparation classes to the wedding ceremony. All guest ministers will consult with our senior minister regarding your service. A representative from RRCC must be present to assist with facility arrangements when a guest minister is utilized. The fee for RRCC's wedding liaison is \$50. Finally, if you desire **projection/sound** services, there is an additional fee of \$50 for usage of our church system and to have a qualified member of the church operate the system. However, you are responsible for construction of your PowerPoint Show.

NO DATE OR FACILITY IS RESERVED UNTIL A DEPOSIT IS RECEIVED. ALL FEES ARE DUE ONE MONTH PRIOR TO THE SCHEDULED DATE OF THE WEDDING.

Date Requested:	Cost:
Facilities Desired:	Cost:
Personnel Needed:	Cost:
Date of Deposit:	Cost:
Date all Costs are due:	Total Cost:

With completion of this form, you acknowledge that you will be solely responsible for adhering to our printed guidelines. Keep in mind, this is foremost a house of worship. We are honored to partner with you for this exciting event in your life and we join in you prayer as you enter this joy-filled time.

Name of Requesting Party: _____ _____
Signature

Address: _____ Phone No.: _____

Please complete the following if applicable:

Florist: _____

Caterer: _____

**PRINCIPLES AND STANDARDS CONCERNING USE OF FACILITIES
OF ROUND ROCK CHRISTIAN CHURCH (Disciples of Christ)**

Users of the facility must agree to the following rules of use for buildings, equipment and grounds:

1. Parking shall be only on the paved areas provided for parking. Any litter or trash dropped during use shall be removed at the conclusion of the use of the property.
2. Request for use of any property must be made at least 2 weeks in advance with the church secretary. If facilities are to be used during non-staffed hours prior arrangement for key checked out must be made.
3. The using group shall be responsible for setting up its own room and for returning that room to its original order before leaving.
4. The using group shall make sure that all windows and doors in the space used are closed and properly secured before leaving.
5. The using group shall make sure that all lights, heating/air conditioning, and other appliances in the space used are turned off at the conclusion of the planned activity.
6. When activities are held on Saturdays, the group shall make sure that the facility is ready for church school and worship services the following morning.
7. The facilities of the church are for the worship of God; therefore, smoking, use of alcoholic beverages, or use of profane language will not be allowed
8. Cost of using facilities is as explained in Appendix A, B, or E, as appropriate. There will be a damage deposit of \$200, or a key deposit of \$25.
9. No tacks, nails, or any type of tape shall be placed in any part of the buildings. No decorations shall be used that deface any board placement, etc.
10. A copy of this Facilities Use Policy is to be given to each group permitted to use the facilities. Also a Facilities Use Request form is to be signed by the responsible party prior to use

CHECKLIST

- _____ All areas utilized are clean and restored to order as found.
- _____ Heating/Air Conditioning units all checked and turned off.
- _____ Sound System is turned off.
- _____ All lights are turned off.
- _____ All doors and windows are closed and locked.
- _____ ALL KEYS returned.