

**FACILITIES WEDDING USE INFORMATION - MEMBER & NON-MEMBER
SECOND CHRISTIAN REFORMED CHURCH
GRAND HAVEN, MICHIGAN**

Second Christian Reformed Church is located at the corner of Sheldon and Robbins Road. The sanctuary has a seating capacity of **485** on the main floor and **85** in the balcony. The church is equipped with a piano, organ, and sound/projection system.

Sanctuary Use Fee - 2024 Rates

<u>Facility Fees</u>	<u>Member</u>	<u>Non-Member</u>
Sanctuary	\$ 150.00	\$ 800.00
Wedding Consultant	\$ 150.00	\$ 150.00
Sound Technician	\$ 100.00	\$ 100.00
Custodial Staff	\$ 250.00	\$ 250.00
<i>Video Technician (Optional)</i>	<i>\$100.00</i>	<i>\$100.00</i>
Refundable Damage Deposit	\$ 300.00	\$ 300.00
<i>Total Required Fees</i>	<i>\$ 950.00</i>	<i>\$ 1,600.00</i>
<i>Total Optional Fees</i>	<i>\$ 100.00</i>	<i>\$ 100.00</i>

If the church is reserved as a back- up for rainy weather and the facilities are not used, the custodian, wedding consultant and sound tech must still be paid 50% of their rates.

WEDDING INFORMATION

1. All weddings performed in Second CRC facilities must be approved by the pastor or elders according to the regulations found in Church Order Article 69. The officiating pastor should be approved by our Council. It is recommended that a guest pastor give the pastor at Second CRC a courtesy call. The couple should have premarital counseling as directed by the officiating pastor.
2. Requests for the use of facilities must be placed in the church office and cleared with the church Administrative Assistant. In case of conflict regarding dates of use, members have preference. For nonmembers, dates may not be reserved more than nine (9) months in advance, and the date will be reserved at the time a \$ 300.00 damage deposit plus 50% of the rental fee is received. All outstanding balances are due two weeks prior to the wedding date.
3. A Saturday wedding must be started by 4:00 p.m. and the church vacated by 6:00 p.m. A wedding on Monday through Friday may be at any time. A rehearsal is recommended for every member of the bridal party.

4. There will be one (1) room the men may use for dressing and one (1) room the women may use for dressing, provided they are left in good order so that no custodial service is required. The Parlor may also be used for pictures, but must be left in good order.
5. The pulpit furniture and equipment are **not to be moved** without assistance from a custodian. The wall banners and seasonal decorations may only be moved at the discretion of the custodian. **The grand piano is not to be moved.**
6. No decorations may be glued or tacked to furnishings. Any candles used must either be enclosed in glass or placed on a carpet protector to protect the carpet from dripping candle wax. The florist should understand that they are responsible for any damages incurred through the misuse of the facility.
7. All floral arrangements, decorations and personal items must be removed immediately after the wedding. The doors will be locked soon after the ceremony is over and wedding guests and party have left.
8. Make your own arrangements for an organist and soloist. Inasmuch as a wedding is a service of worship, it is expected that all music will be in keeping with the standards of Christian worship, placing the emphasis on the glorification of God. Because the wedding is a service of worship, the contents of the service as well as the attire and behavior of the wedding party and guests should reflect an attitude of reverence befitting the occasion.
9. Any appointments (ie., organist and/or soloist practice, florist visit, etc.) must be made through the church office with the Office Manager
10. The sound system in the sanctuary is equipped with various microphones (lapel, hand- held), a tape recorder and an auxiliary jack (for possibly a compact disk player). An audio tape recording may be requested. Second CRC will supply a person to operate the sound system.
11. If children are to be attending, they must be with adults at all times. There is to be no running or going into any rooms that are not being used. Remember the sanctity of the church.
12. Food and drink are allowed only in the kitchen and North Hall. Rice, confetti, bird seed, flower petals and like substances **may not** be thrown either in the church or on its premises.
13. **No alcoholic beverages** are to be used in or on the church premises. **No smoking** is allowed in the church building. **No dancing** is allowed on the church premises. **Any violation** will result in forfeiture of the damage deposit.
14. Cost for any damage to the building or its contents will be subtracted from the damage deposit, with the remainder refunded within 30 days of the wedding. Tennants will be notified if damages are incurred.

For additional questions or to reserve the church facilities, please contact:

Amy Wolffis, Office Manager
Second Christian Reformed Church
2021 Sheldon Road
Grand Haven, Michigan 49417
Phone: (616) 842-0710

To speak with the Pastor:
Rev. Tim Blackmon
2020 Sheldon Road
Grand Haven, MI 49417
Phone: (616) 842-0710

**SECOND CHRISTIAN REFORMED CHURCH GRAND HAVEN, MICHIGAN
FACILITIES WEDDING USE AGREEMENT**

This Facilities Use Agreement is made on the date indicated below between
Second Christian Reformed Church, 2021 Sheldon Road, Grand Haven, Michigan 49417
("Second CRC") and

Name _____ (Tenant)

Address _____

Name of Officiating Pastor _____

Home Church(es) of Bride & Groom _____

It is agreed:

1. Premises:

Second CRC shall allow Tenant the use of the following facilities:

___Sanctuary

___Two (2) Dressing Rooms _____, _____

for the Wedding of _____

on the day(s) and time(s) of _____

2. Reimbursements:

Tenant (*Non-member of Second CRC*) agrees to pay to Second CRC for reimbursement of Second CRC expenses for heat, utilities, maintenance and other obligations the sum of \$1,225.00, of which 50%, plus \$300.00 damage deposit is required to accompany this signed agreement and of which \$100.00 is a nonrefundable deposit. The remaining balance is due two (2) weeks prior to the rental date.

1. Initial Payment: \$650 + \$300.00 = \$950 with signed agreement
2. Final Payment: \$650 due two weeks prior to wedding date
3. Damage deposit (\$300.00) returned to the tenant one week after the wedding.

Tenant (*Member of Second CRC*) is obligated to pay \$325.00 which is 50%, plus \$300.00 damage deposit is required to accompany this signed agreement and of which \$100.00 is a nonrefundable deposit.

1. Initial Payment: \$325 + \$300.00 = \$625.00 with signed agreement
2. Final Payment: \$325 due two weeks prior to wedding date
3. Damage deposit (\$300.00) returned to the tenant one week after the wedding.

3. Insurance and Risk of Loss:

Tenant covenants and agrees to indemnify and hold Second CRC harmless from any liability for damages to persons or property in, on, or about the Premises from any cause whatsoever including, without limitation, all damages, costs, expense, and fees including reasonable attorneys' fees.

4. Terms and Conditions:

1. General Regulations

- a. Alcoholic beverages are not to be used in or on the church premises.
- b. Smoking is not permitted in the church building and is discouraged outdoors.
- c. Dancing is not permitted in the church building or on the church premises.
- d. Decorations may not be glued or tacked to furnishings.
- e. Any candles used must either be enclosed in glass or placed on a carpet protector to protect the carpet from dripping candle wax. An extra charge for carpet cleaning will be issued if proper precautions are not taken.
- f. Rice, confetti, bird seed, flower petals and like substances **may not** be thrown either in the church or on its premises.

2. A Saturday wedding must be started by 4:00 p.m. and the church vacated by 6:00 p.m. A wedding on Monday through Friday may be at any time.

3. Tenants are asked **not to move** the pulpit furniture or equipment without assistance from a custodian. The pulpit microphone must not be handled or covered as this may cause audio problems. **The grand piano is not to be moved.**

4. Individuals renting Second CRC's facilities must carry their own liability insurance for the event. By signing this Facilities Use Agreement, Tenant agrees to hold Second CRC harmless for any liability claim arising from your use of the Second CRC facilities.

5. Second CRC cannot be responsible for cancellation or curtailing or an event due to conditions beyond its control.

IN WITNESS OF WHICH, the undersigned have signed this Agreement as of the date set forth below:

Tenant

Second CRC Representative

Date

Date

Please sign two copies and return both copies. Second CRC will sign and return one copy to you.

**Second Christian Reformed Church
Attn: Amy Wolffis
2021 Sheldon Road
Grand Haven, MI 49417**