

Shepherd's Community Church

Wedding & Events Policies & procedures

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This Packet Includes Policy Proposals for the following Areas:

- Weddings Policies and Procedures
- Receptions and General Assemblies Policies and Procedures
- Pricing Plans for Facility Rental and Services

Weddings—Information, Policies, & Procedures

This Policy consists of:

Who may get married at Shepherd's Community Church?

Church Attendance

Premarital Counseling

The Date of Your Wedding

The Pastor of Your Wedding

Use of the Worship Center, Chapel and Banquet Facilities

Wedding Rehearsals

Your Personal Wedding Coordinator

Wedding Reception – Use of Facility

Flowers and Decoration

Photography and Video Policies

Wedding Fees

We are very pleased that you are considering our church for your wedding. A wedding is a once in a lifetime event that has extremely high significance both in the church as well as in the community at large. Many people dream of a "Church Wedding," but a romantic setting is the least of reasons for being married in the church. Beautiful ceremonies are often conducted in homes, hotels, gardens, and catering hall wedding chapels. What distinguishes a church wedding from these other settings? By being married in the church, the bride and groom indicate their desire be united in the eyes of God as well as of their family and community. They desire God's blessing on their union and intend that their lives, once joined, will grow in faithfulness to Him. While beautiful weddings are important to us, far more important is our commitment to cultivate healthy Christian marriages that last a lifetime. In order to accomplish our desire and to insure a beautiful wedding filled with spiritual meaning we would ask that you read the following information so that you are fully aware of our policies.

Who may get married at Shepherd's Community Church?

Our prospective brides and grooms are a man and a woman who are both Christians, or are both non-Christians desiring a church wedding. Many couples are unsure, yet interested in knowing what a Christian is. We would be happy to explain how you could become a Christian, or how to know for certain if you are. The officiating pastor approves a couple for marriage at Shepherd's on a case by case basis during premarital counseling. Those couples where one individual is a Christian and the other is not, will not be able to be married in our church based on the Biblical command to not be yoked with an unbeliever (2 Corinthians 6:14).

It is our desire to be a blessing to the community we serve. To rent our sanctuary you do not have to be a member of our church. The two of you will need to meet with the Pastor of our church for a consultation concerning your marriage. After your consultation the decision will be made if your wedding can be performed and/or held at our church.

Church Attendance

What if neither of us presently attends any church? If you do not have a church home, we at Shepherd's Community Church invite you to worship with us and to get to know us. Our worship times are on Sundays at 8:30 and 10:30 a.m. At your first visit, fill out a visitor card, which can be found in the pews

of the church, and place it in the offering bag. Please continue to worship with us regularly and join the congregation for coffee in the fellowship hall at 10:00 am on Sunday, between services. This will allow you to explore whether Shepherd's provides a Christian community in which you can feel comfortable, both spiritually and socially.

Christian couples who wish to be married at Shepherd's Community Church should attend regular worship services at our church or another church agreed upon by the officiating pastor. You may register your attendance by filling out a welcome card and placing it in the offering during the worship service.

Premarital Counseling

Marriage is serious and sacred, and demands careful preparation. Solid Biblical marriages do not happen by chance; they take forethought and effort to ensure that the couple is prepared for a lifetime together. Therefore, we require premarital counseling by the officiating pastor. The number of sessions and topics involved are defined by the individual pastor but will cover topics like the spiritual foundations of a marriage, the roles of the husband and wife, communication principles, financial principles, and a host of other very practical marriage topics. If either the bride or groom has had a divorce, is pregnant, has a criminal record, drug use, is unemployed, or you are currently living together, these things must be openly shared. No matter what your situation, we believe God has a clear answer full of hope. It is our desire to provide counsel to assist you in the development of a healthy marriage.

Only after the couple has received a Pastor's recommendation for marriage may the couple proceed with plans to marry using our facilities.

The Date of Your Wedding

Our church is a busy place; so as soon as you have set a date for your wedding and have received the recommendation from the pastor, reserve the time on the church's calendar. A \$100.00 non-refundable deposit (whether members or non-members) which is applied toward the wedding fee, will reserve the time and date. If you cancel this date and reschedule for a later date, an additional \$100 non-refundable deposit will be required. If for any reason the church or its pastor cancel your wedding, the deposit will be refunded to you. We suggest you reserve your date prior to making other contacts for your wedding. We request **three months** notice on a wedding held on the church property. We strongly suggest that your wedding date be set and invitations sent out only after the approval of the officiating pastor.

The Pastor of Your Wedding

The role of the pastor is to officiate the wedding ceremony and to give Biblical premarital counsel. Our staff pastors are here to counsel you and perform your wedding upon their availability. The pastors can be reached through the church secretary. There is no fee required for the services of our pastors. Any fee or honorarium is left up to the discretion of the groom. If more than one pastor is requested, the officiating pastor must approve this. If you plan on having a pastor from another church officiate your wedding, Shepherd's Community Church requires a brief written statement of faith, including the basic tenets of Christianity, and a copy of his license or ordination. These can be faxed or mailed to Shepherd's Community Church marked in attention to the "wedding coordinator". A member of our

pastoral staff will then review them. Upon approval, we will accept your deposit and sign a contract. You will need to find out how much the outside pastor charges for weddings.

Use of the Sanctuary

We are a Christian organization and believe that we are accountable to God for the stewardship of our facility and therefore require that the content and language of the wedding ceremony (and reception, if held here) honor Christian principles. Music lyrics for wedding solos must be submitted for approval at least 45 days prior to the wedding date. The Sanctuary is available for weddings on Friday evenings, Saturday at anytime, or Sunday evenings. By law the maximum number of people allowed in the Sanctuary is 384. The use of our sound system, our sound technician, as well as numerous other wedding decorations are included in the wedding fee. The piano and organ are also available. A list of vocal soloists, pianists and organists are available for your consideration, but are not included in the wedding fee (see “Wedding Fee”). Please be aware that there is no food or drinks allowed inside the Sanctuary, and there is no throwing of rice, birdseed, flower petals, confetti, etc. Flower petals scattered in the center aisle are permitted if there is an aisle runner laid down ahead of time. No alcohol or illegal drug consumption allowed on the church property or parking lots. There is no smoking permitted in the buildings or bathrooms. However, smoking is permissible outside the buildings and in the parking lots. Please inform your wedding party, ushers, and attendants so they can help uphold these standards.

Use of the Chapel

The Chapel is available for weddings on Friday evenings or Saturdays at anytime. By law, the maximum number of people allowed in the chapel is 60 so it is perfect for a small intimate wedding. Wedding decorations are available at no extra charge with the rental of the chapel. The chapel is small enough that it does not require a sound system. Soloists are available for an additional charge (See “Wedding Fee”). Please be aware that there are no food or drinks allowed inside the Chapel and there is no throwing of rice, birdseed, confetti, etc, on the church property or parking lots. A \$100 fee will be applied if these situations occur. Please inform your wedding party, ushers and attendants so they can help uphold these standards.

Use of the Banquet/Reception Facilities

The Worship Center has a large fellowship hall and industrial kitchen that is perfect for all types of wedding receptions. The chapel has a smaller reception room with a kitchen and is ideal for cake and punch receptions. Because of the time involved for a reception only one per weekend for each facility will be allowed. (See Pricing Plans for Facility Rental and Services and also see Reception and General Assembly Information and Policies.)

Wedding Rehearsals

Rehearsals are scheduled through the wedding coordinator and days and times are flexible. If there is a conflict with other church activities, it may be necessary to change days or times. If this occurs you will be notified in advance. It is a good idea to set aside approximately 2 hours for the rehearsal. The rehearsal cannot start until everyone who is participating arrives. Therefore, it is important that everyone arrive on time. The wedding coordinator and pastor will help direct the rehearsal. Rehearsal dinners can be done on the church grounds according to the Reception and General Assemblies

Information and Policies and Pricing Plans for Facility Rental. The fee for the rehearsal is included in the total wedding fee.

Your Personal Wedding Coordinator

As soon as you have made your \$100 deposit to reserve your wedding date and have had your first counseling session with a pastor, your wedding coordinator will contact you. She will provide you with her telephone number and give you other information you will need to begin your wedding plans. Your wedding coordinator will make every effort to make your wedding a very special one.

Wedding Reception

(Please See Reception Policies)

Reception Fees

Wedding reception fees are payment for services rendered by the church and are not tax-deductible donations to the church. Members and their relatives, being regular financial givers at Shepherd's, are not charged the Facilities Rental Fee for the sanctuary, fellowship hall, chapel, brick room or classroom. Nor are members charged for Kitchen Equipment Usage such as coffee pots for the same reason. All other fees are the same for members or non-members. A one hundred dollar (\$100) deposit should be paid immediately to reserve your wedding reception date and place. This deposit is **non-refundable**, but will be applied to your reception costs. An additional \$200 deposit is required to cover damages or serious violations of the wedding policy (refundable one (1) week after the wedding). Payment in full of the reception fees is due forty-five (45) days before the wedding date. Please make checks payable to **Shepherd's Community Church** and send "To the Attention of Wedding Coordinator." If a member of this church is an active participant in the event, then upon the approval of the reception coordinator, the facility rental fee would be waived. (See **Pricing Plans for Facility Rental and Services.**)

Flowers and Decorations

(See Reception Policies)

Photography and Videography Policies

In keeping with the desires of our church that your wedding ceremony be both a beautiful and Spirit-filled experience for you and your guests, procedures have been established for the use of video and still cameras in the church worship center. It is the responsibility of the bride and groom to notify their videographer(s), photographer(s), and guests of these procedures.

1. All photographers and videographers must be in position and appropriately dressed half-an-hour before ceremony time.
2. During the ceremony there will be no video spotlights, flash cameras, and people moving about. Please do not walk down the aisles to take pictures. Professional videographers and photographers will be limited to being in the front of the church only during the processional. Once the wedding

party has reached the front of the stage, pictures and video can only be taken from the rear of the church with available light only

3. One videographer can be designated to tie into the church's sound system.
4. Our wedding ceremony is a worship service and therefore we ask you to adhere to our rules.
5. Please complete your candid photos in the bride's room fifteen minutes before the service. This gives the bride and her attendants time to calm down and spend some quiet moments before the service.
6. In order to accommodate the bride's photographic needs, pictures may be taken before and after the ceremony if you wish to re-enact some portions of the ceremony. It has been our experience that all photographic needs can be met in this way without disturbing the beauty and serenity of the service.

If you or your videographer/photographer(s) have any questions concerning these procedures, please do not hesitate to contact your wedding coordinator. She desires to be as helpful as possible and to clear up any misunderstanding so that it will not be necessary to enforce the procedures. The wedding coordinator has complete authority.

As a gift from us, your wedding will be audio taped and given to you at no charge after your wedding is completed. If you are in need of some suggestions for video or photographic professionals we would be happy to suggest some to you. The following are some basic policies to insure the beauty and spiritual significance of your wedding.

1. A professional video camera operator of your choice may be taking video pictures during the ceremony. Other photographers *must* remain out of the line of sight of these cameras.
2. A still photographer may be in the front of the sanctuary only during the processional, not during the ceremony.
3. Once the wedding party has reached the front of the sanctuary, pictures can only be taken from the rear of the sanctuary.
4. No photographer may be in sight of the wedding guests at any time during the wedding ceremony.
5. During the ceremony, all photography must be done with available light only.
6. Photographic needs can be accommodated by taking pictures before and after the ceremony and by re-enacting some portions.
7. These procedures will be strictly enforced.

Wedding Fees

Wedding fees are payment for services rendered by the church based on insurance, use of building and grounds, and services including sound, coordination, and custodial. These costs and services are **not tax-deductible** donations to the church. Members of the church, being regular financial givers at Shepherd's, are not charged a Facilities Rental Fee. A one hundred dollar (\$100) deposit should be paid

immediately to reserve your wedding date. This deposit is **non-refundable**, but will be applied to your wedding costs. An additional \$200 deposit is required to cover damages or serious violations of the wedding policy. This is due 1 week prior to the wedding and is refundable 1 week after the wedding. Payment in full of the wedding fees is due forty-five (45) days before the wedding date. Please make checks payable to **Shepherd's Community Church** and send "To the Attention of Wedding Coordinator."

The Facility Rental fee includes the following:

- Counseling materials
- Audio tape of ceremony
- Kneeling bench
- Communion table, silver goblet and tray
- Two white candelabras holding 7 each (candles not included)
- Unity candle candelabrum (candles not included)
- Guest book stand

* Instrumentalists and soloists are not included in this fee. A list of instrumentalists and soloists can be obtained from the church secretary.

** If you are having a pastor from outside of Shepherd's Community Church you will need to find out how much he charges for weddings.

*** Neither a Sound Technician nor audiotape is included in Chapel Weddings. See Pricing Plans for further detail.

Wedding Contract

Name of Bride _____

Name of Groom _____

Address of Bride _____

Address of Groom _____

Bride: Phone (Day) _____ (Evening) _____ Pager/Cell Phone _____

Groom: Phone (Day) _____ (Evening) _____ Pager/Cell Phone _____

Room(s)/ Equipment Requested _____

Date(s) Requested _____ Time(s) Requested _____ # of People Expected _____

Reason for Use: _____

Will you be using...? (Place an "X" next to each):

_____ Pastor from our church: (name) _____

_____ Pastor from other church (name & church) _____

_____ Two white candelabras, holding 7 each (candles not included)

_____ Unity candle candelabrum, holding 3 (candles not included)

_____ Kneeling bench

_____ Guest book Stand

_____ Communion table, silver goblet and tray

_____ Pianist

_____ Organist

_____ Soloist

_____ Compact Discs before, during, or after ceremony

_____ Advance Decoration? When? _____

Total Charges for usage and equipment according to fee schedule \$ _____

Damage Deposit \$ _____

Less Deposit \$ _____

Balance \$ _____

I understand that this is a building designed for Christian usage and thus pledge to use it according to Shepherd's Community Churches policies.

Signature and Date

Signature and Date

Shepherd's Community Church

~~Receptions and General Assemblies Policies and Procedures~~

This Policy consists of:

- Who may use the Facilities of Shepherd's Community Church
- Reserving the Sanctuary
- Reserving the Reception/Fellowship Hall
- Reserving the Fireside/Brickroom, Chapel, a Classroom
- Use of the Worship Center, Chapel and Banquet Facilities
- Your Personal Reception Coordinator
- Flowers and Decorations
- Reception Fees

We are very pleased that you are considering our church for your reception/event. Whether you will use our facilities for a birthday, graduation, or any other event, we desire that it be a time you will cherish forever. In order to insure a beautiful reception, we ask that you read the following information so that you are fully aware of our policies.

Who may use the Facilities of Shepherd's Community Church

It is truly our desire to be a church that is a blessing to the community we serve. As such, we do not require that you attend Shepherd's Community Church, or even that you attend church at all. However, it is important to us that these facilities be used in a manner that represents our commitment to maintain a Christ-honoring testimony to our neighboring community as well as our Christian brothers and sisters. Any request for the use of our campus will be considered with the understanding that our facility has been dedicated to God for worship, teaching the Bible, Christian Education and evangelism. A member of our pastoral staff will review each event that is held on our campus to insure that our testimony is maintained in the community we are here to serve. Therefore, we request that all applicants understand and observe the following guidelines:

- All activities held on our campus are to be consistent with the doctrinal statement and tax-exempt purposes of Shepherd's Community Church.
- Regularly scheduled meetings and services shall have a priority with regards to facilities and resources.
- No commercial enterprises or activities designed to produce monetary gain are permitted on the church campus.
- All church groups are to provide a brief doctrinal statement and a copy of the Senior Pastor's license and ordination.
- All non-church groups are to provide a brief mission or purpose statement.

Reserving the Sanctuary

The Sanctuary is to be used primarily for weddings, funerals, memorials and graduations. Any other type of function will be seen as a lesser priority and should be submitted to the Reception Coordinator in the form of a written proposal.

The Sanctuary is utilized regularly throughout the week and on weekends; therefore, as soon as you have set a date for your event and have received approval from the Reception Coordinator, you are encouraged to reserve the date on the church calendar no less than three (3) months prior to your activity to insure your use of the facilities on your desired date.

A \$100 non-refundable deposit will be applied toward the rental fee, and will reserve the time and date. If you wish to cancel and reschedule for a later date, an additional \$100 non-refundable deposit will be required. A \$200 damage deposit fee is due 1 week prior to the event and is refundable 1 week after the event. (See Pricing Plans for Facility Rental and Services.)

Reserving the Reception/Fellowship Hall

Our Reception/Fellowship Hall is utilized regularly throughout the week and on weekends; therefore, as soon as you have set a date for your reception and have received approval from the Reception Coordinator, you are encouraged to reserve the date on the church calendar no less than three (3) months prior to your activity to insure your use of the facilities on your desired date.

A \$100 non-refundable deposit will be applied toward the reception fee, and will reserve the time and date. If you wish to cancel and reschedule for a later date, an additional \$100 non-refundable deposit will be required. A \$200 damage deposit fee is due 1 week prior to the event and is refundable 1 week after the event. (See Pricing Plans for Facility Rental and Services.)

Reserving the Fireside/Brickroom, Chapel, or a Classroom

Our Facility rooms are utilized regularly throughout the week and on weekends; therefore, as soon as you have set a date for your reception and received approval from the Reception Coordinator, you are encouraged to reserve the date on the church calendar no less than three (3) months prior to your activity to insure your use of the facilities on your desired date.

A \$25 non-refundable deposit will be applied toward the reception fee and will reserve the time and date. If you wish to cancel and reschedule for a later date, an additional \$25 non-refundable deposit will be required. A \$75 damage deposit fee is due 1 week prior to the event and is refundable 1 week after the event. (See Pricing Plans for Facility Rental and Services.)

Your Personal Reception Coordinator

As soon as you have made your deposit to reserve your reception date with the church, your Reception Coordinator will contact you. She will provide you with her telephone number and give you other information you will need to begin your reception plans. Your Reception Coordinator will make every effort to make your reception a very special one.

Use of the Banquet/Reception Facilities

The Worship Center has a large fellowship hall and industrial kitchen that is perfect for all types of receptions. The chapel has a smaller adjacent reception room (Fireside/Brickroom) with a small kitchen. Because of the time involved for a reception, only one per weekend for each facility will be allowed.

The host or bride and groom is responsible for providing the following:

- A decorating team
- All paper goods (plates, napkins, cups, tablecloths) and plastic utensils
- Centerpieces (flowers, candies, balloons, etc.) and decorations
- Cake and punch (non-alcoholic), coffee/tea, sugar, cream, nuts, mints, ice, etc.
- All food items must be prepared off-sight (i.e. catering or personal preparation); however, you may warm food in our ovens with the help of your Reception Coordinator.

The church will provide the following services and equipment:

- Room setup
- Coffee Dispensers
- Tables
- Chairs
- Water Pitchers
- Clean up

The Reception Coordinator and assistants will help your decorating team and setting up the serving tables for refreshments at your reception. The Coordinator will not be responsible for cutting the cake, so please arrange for someone to provide this service.

Policies of use

1. The Fellowship Hall is suitable for up to 166 guests when tables are used for meals in a sit down style reception, or it is suitable for 250 guests when hosting a cake and punch reception using only chairs. The Fireside room is suitable for up to 20 guests when tables are used for meals in a sit down style reception, or it is suitable for 40 guests when hosting a cake and punch reception using only chairs. (LAFD code)

2. You are renting the Fellowship Hall or the Fireside room for 5 hours. This time can be used in any way that is most beneficial to your reception. Example: Two hours for the decorating, three hours for the reception. As it is not possible for a host or any of a bridal party to participate in decorating just prior to reception time, we encourage you to have good friends and family or a paid professional service decorate for you during the time allotted to you. The Reception Coordinator will supervise your decorating team. The church staff will provide chair and table set-up.
3. If you plan on needing more than two hours to decorate, there will be \$20 per hour charge for the supervision of the Reception Coordinator (limit 3 hours).
4. Please limit decorations to tabletops and chair backs. Tacks, scotch tape, glue, etc. may not be used on the walls or ceiling.
5. A reception **will require** a church Reception Coordinator and an assistant for the event. If the caterer has assistants and servers, the church Reception Coordinator will not need an assistant.
6. For reasons of safety, packets of rice, birdseed, flower petals, confetti, etc. may not be distributed to guests. However, tiny bubble bottles are permitted outside.
7. If you are renting the Fellowship Hall you are welcome to have a full, catered, sit-down meal and cake reception. The Fireside/Brickroom is only able to accommodate cake and punch reception. Various set ups are available for your reception. The Wedding Coordinator will share ideas with you. This allows you to choose the appropriate set up for your needs. If you need some suggestions on bakeries or caterers, please let us know.
8. Since either the Reception Coordinator or one of her assistants must be on the premises when your cake is delivered, please coordinate the delivery time with her, which is not to be more than one hour before the wedding. Once the bakery sets up the cake it cannot be removed so please notify the Reception Coordinator where you want the cake set-up.
9. Wholesome celebrative dancing and wholesome contemporary secular music is permitted at receptions held on the church grounds. Music selections should not include any language that would not be allowed in a G-rated movie (no cursing or bad language). You are responsible for the contract with a disc jockey and the set up of his/her equipment. These arrangements must be discussed in advance with the Reception Coordinator. For the sake of our neighbors, any amplified music must not begin before 10:00AM and must stop by 10PM.
10. You are responsible for any rentals beyond that which the church owns. Any floral stand or other items rented for your wedding must be delivered and picked up within the time set aside for your wedding and reception. We do not have the space to store items that do not belong to us.
11. No alcoholic beverages or drugs of any type are allowed on the church campus.
12. Smoking is prohibited in the church buildings and bathrooms, but is permitted in the parking lots.

Flowers and Decorations

1. Shepherd's Community Church will supply only those things itemized in the "Reception Fees". All other items are the responsibility of the host.
2. You are responsible for providing the cake cutter, punch (non-alcoholic), coffee, nuts and/or mints, and decorating the reception room. The Reception Coordinator must approve decorations
3. No damage may be done to the greenery and silk flowers. They may not be moved or removed, except by the wedding coordinator or her assistant.
4. The use of nails, screws or wire in decorating will not be permitted.
5. No decorations may be placed on musical instruments without prior approval by the Wedding/Reception Coordinator.
6. The florist may start decorating no earlier than 3 hours prior to the start of the wedding, and must be finished with the decorating and clean up 1 hour prior to the wedding.
7. If aisle runner is used, a professional florist must put it down.
8. If you wish to have ribbons in the aisles please notify the Wedding Coordinator and she will supervise the decoration to insure proper care. If you wish to save your ribbon, please appoint someone to remove them immediately after the ceremony or picture taking.
9. The only candles that are permitted in the Sanctuary are candelabra on the stage. No candles in the aisles because of fire hazard.
10. You may take your flowers from the church, or you may leave them for Sunday services for the congregation to enjoy. If they are to be taken, please appoint someone to remove them immediately after the ceremony or photography session.
11. If additional decorating time is desired (beyond the florists 3 hours prior to wedding/event time), we suggest that a team of your friends decorate the day before, if Sanctuary is available. The Wedding Coordinator must be present to supervise. Limit three hours. (See Pricing Plans.)
12. All items you are supplying for the reception must be removed from the church grounds at the close of your time with us due to our very limited storage space. We are not responsible for loss or damage to any of these items.

If you have questions on any of these matters, we encourage you to speak to your Reception Coordinator who is available to assist you with your entire event. We would be pleased to suggest a few professional florists in the event that you require references.

Reception/Event Contract

Name of Host: _____
Name of organization _____
Address: _____
Phone (Day) _____ (Evening) _____ Pager/Cell Phone _____ Room(s) _____
Requested _____
Equipment Requested _____
Date(s) Requested _____ Time(s) Requested _____ # of People expected _____

Reason for Use:

Will you be using the following church equipment and services (Place an "X" next to each)?

_____ Tables
_____ Chairs
_____ Water Pitchers
_____ Coffee Dispensers
_____ Kitchen
_____ Reception Assitant(s) How many? _____
_____ Other Items: _____

Total charges for usage, equipment, and services (See Pricing Plans for Facility Rental and Services)

\$ _____

Less Deposit \$ _____

Balance \$ _____

I understand that this is a building designed for Christian usage and thus pledge to use it according to the Shepherd's Community Church Reception Policy.

Signature and Date

Signature and Date

Shepherd's Community Church

Pricing Plans for Facility Rental and Services

Weddings

* • Coordinator	\$135	_____
* • Coordinator's Ass.	\$40	_____
** • Facility Rental	\$350 Sanctuary	_____
	\$150 Chapel	_____
• Decorating Time	\$20 per hour; limit 3 hours	_____
** • Damage Deposit	\$200	_____
* • Custodian	\$50	_____
* • Sound Tech	\$75 Sanctuary only	_____

Receptions (with food)

* • Coordinator	\$75	_____
* • 1 Coordinator's Ass. per 75 guests	\$40 each #__x40	_____
** • Facility Rental	\$350 Fellowship Hall sit down meal	_____
	\$225 Fellowship Hall cake and punch	_____
	\$150 Fireside/Brickroom cake + punch	_____
* • Sound Tech	\$25 1 mike	_____
	\$75 computer + projector for power point presentation (limit 3 hours)	_____
** • Kitchen Equip. Usage	\$35	_____
• Decorating Time	\$20 per hour; limit 3 hours	_____
** • Damage Deposit	\$200 (\$75 on brickroom, chapel or classroom)	_____
* • Custodian	\$50	_____

Total

* Required

** Members and immediate relatives or grandchildren can waive the facility rental and kitchen equipment fees.

Funeral/Memorial services and the meal following in the fellowship hall will be only half price out of consideration for the grieving.

General Assemblies (no food) meetings, graduations, recitals, dramas

* • Coordinator	\$135 Sanctuary	_____
	\$75 Fellowship Hall	_____
	\$40 Brickroom, Chapel, a classroom	_____
* • 1 Coordinator's Assistant per 75 guests	\$40 each #__x40	_____
• Sound Tech	\$25 1 mike	_____
	\$75 computer + projector for power point presentation (limit 3 hours)	_____
	\$75 audio/video system (limit 3 hours)	_____
• Decorating Time	\$20 per hour; limit 3 hours	_____
** • Facility Rental	\$350 Sanctuary	_____
	\$150 Fellowship Hall	_____
	\$100 Chapel	_____
	\$75 Brickroom	_____
	\$50 A classroom	_____
* • Damage Deposit	\$200	_____
* • Custodian	\$50	_____
Total		_____
Grand Total		_____

* Required

** Members and immediate relatives or grandchildren of members can waive the facility rental fee and kitchen equipment fees.

Funeral/Memorial services and the meal following in the fellowship hall will be only half price out of consideration for the grieving.