
WEDDING AND REHEARSAL POLICY GUIDELINES

Reserving the Church

The church facilities will be available for weddings and rehearsals for active members and immediate family of NWCOG. The wedding date should be discussed and cleared with the pastor and coordinated with the church calendar as soon as possible to avoid calendar conflicts. A wedding and reception form must be completed and all fees for use of the facilities must be paid at the time of the reservation.

Music/Sound

The couple is responsible for providing musicians, singers and selecting appropriate songs and music for the ceremony. All musical selections, including prelude, special songs, and postlude, must be listed on the appropriate form and submitted to the pastor for approval (song lyrics may be requested).

Only our sound engineers are allowed in the sound booth, therefore it is the couple's responsibility to contact someone at least one month prior to the wedding. The fee is \$25.00 and should be paid directly to the sound engineer.

Fees for Use of Facilities

We charge a nominal fee to cover the cost of electricity and normal wear and tear. The fee structure is listed on each reservation form. This fee covers a two-day period and must be paid to confirm your reservation. Your deposit will be returned to you by mail when the key is returned and if the facilities are left clean, in order, without damage, and set up for use in our next worship service. Cost of any damages to the church building or equipment will be the responsibility of the bride and groom and must be paid no later than one week after the wedding.

Clean-Up

Clean up after the ceremony is the couple's responsibility. Whatever is brought into the facilities for the wedding must be taken out the same day. Removal and rearranging of furniture should be approved through the pastor. A member of the music department should be contacted to move sound equipment. The couple must have capable persons available to move furniture before and after the ceremony. This applies to all areas and rooms used.

Please Note

- Only drip-free candles may be used in the sanctuary and carpeted areas.
- Only church staff is to set, turn off/on, or adjust the thermostats for the sanctuary and rear foyer areas to avoid possible costly damages to the HVAC equipment.
- No alcoholic beverages or tobacco products are allowed on church grounds.
- Birdseed is only allowed outside the church.
- No flower petals—fresh or dried—may be scattered, as these stain the carpet. Silk petals may be used if arrangements are made for ALL PETALS to be picked up immediately following the ceremony.
- No nails, pins, screws, strong tape, or glue may be used to secure decorations in the facilities. If walls, pews, or floors are damaged, the reserving party will cover the cost of repairs.
- You may not add to, take away from, or change in any manner the physical structure of any of the facilities.

Release of Liability

Member agrees to hold harmless, indemnify and defend North Walhalla Church of God (including its agents, employees, and representatives) from any and all liability for injury or damage including, but not limited to, bodily injury, personal injury, emotional injury, or property damage which may result from any person using the church facilities, its entrances and exits, and surrounding areas, for non-church related functions, regardless of whether such injury or damage results from the negligence of the Church (including its agents, employees and representatives) or otherwise.

FELLOWSHIP HALL AND KITCHEN GUIDELINES/CHECKLIST

Cleaning and locking up is the responsibility of the member who makes the reservation.

- ALWAYS REMEMBER—THIS IS GOD’S HOUSE!!
- No Alcoholic beverages or tobacco products are allowed on church grounds.
- No minors (under 18) are allowed in the fellowship hall without adult supervision.
- All members reserving the fellowship hall for non-church related activities are responsible for furnishing their own supplies (cups, plates, etc.).
- The member reserving the fellowship hall will be responsible for replacing broken items.
- Make sure all appliances are turned off.
- All trash must be removed from the building and disposed of properly. New trash bags should be placed into the trash cans (bags are located in the kitchen cabinets).
- Any dishes used must be washed, dried, and put away.
- Refrigerator must be left clean—do not leave leftovers.
- Floors must be swept/vacuumed after use and left clean. Spot clean any spills. Brooms, mops, and dustpans are located in the storage closet in the kitchen.
- All towels and dishcloths must be laundered and returned within one week.
- Tables and chairs must be wiped down. Put tables and chairs back as they were found.
- Make sure bathrooms are left clean and in order. Make sure all toilets have been flushed.
- Turn off all lights (including those in bathrooms) before leaving.
- Member agrees to hold harmless, indemnify and defend North Walhalla Church of God (including its agents, employees, and representatives) from any and all liability for injury or damage including, but not limited to, bodily injury, personal injury, emotional injury, or property damage which may result from any member using the church facilities, its entrances and exits, and surrounding areas, for non-church related functions, regardless of whether such injury or damage results from the negligence of the Church (including its agents, employees and representatives) or otherwise.

SANCTUARY GUIDELINES/CHECKLIST

The church sanctuary, foyer, and all other rooms used must be left in order—cleaned, set back up, and ready for use in our next worship service.

- No alcoholic beverages or tobacco products are allowed on church grounds.
- No minors (under 18) are allowed in the sanctuary without adult supervision.
- No food or drink is allowed in the sanctuary.
- The person reserving the facilities is responsible for the conduct of their guests.
- Rooms used by the wedding party to dress must be put back in order.
- Bathrooms should be checked. Collect trash and remove it from the building.
- Sanctuary furniture and furnishings must be returned to their original locations.
- Carpet in all rooms used should be cleaned (vacuum cleaners are in the storage room in the rear foyer area).
- Items and trash left behind should be removed from the sanctuary. This includes items in and around the pews.
- Front and rear foyers should be left in order.
- All lights must be turned off, including lights in bathrooms, rear foyer, and rooms.
- Member agrees to hold harmless, indemnify and defend North Walhalla Church of God (including its agents, employees, and representatives) from any and all liability for injury or damage including, but not limited to, bodily injury, personal injury, emotional injury, or property damage which may result from any person using the church facilities, its entrances and exits, and surrounding areas, for non-church related functions, regardless of whether such injury or damage results from the negligence of the Church (including its agents, employees and representatives) or otherwise.



SANCTUARY RESERVATION FORM FOR WEDDINGS

RESERVATIONS SHOULD BE PROMPTLY CANCELLED IF PLANS CHANGE!

Member _____

Address _____

Day and Evening Phones _____

Groom _____

Address _____

Day And Evening Phones _____

Date and Time of Rehearsal _____

Date and Time of Wedding _____

Officiating Minister _____

Wedding Coordinator/Director Name _____

Wedding Coordinator/Director Phone _____

Sound Engineer _____

Sound Engineer Phone _____

Fee For Use (See Schedule Below) _____

Security Deposit Due At Time of Reservation _____

LIABILITY FOR INJURY

Member agrees to hold harmless, indemnify and defend North Walhalla Church of God (including its agents, employees, and representatives) from any and all liability for injury or damage including, but not limited to, bodily injury, personal injury, emotional injury, or property damage which may result from any person using the church facilities, its entrances and exits, and surrounding areas, for non-church related functions, regardless of whether such injury or damage results from the negligence of the Church (including its agents, employees and representatives) or otherwise.

I have read and understand the guidelines required for use of this facility.

SIGNATURE

DATE

FEE SCHEDULE

Members/Regular Attendees
Sanctuary—\$150.00
Security Deposit—\$50.00

Security deposit is due with reservation form. If building is left clean and undamaged, the security deposit will be returned.

FELLOWSHIP HALL RESERVATION FORM

RESERVATIONS SHOULD BE PROMPTLY CANCELLED IF PLANS CHANGE!

Member Making Reservation _____

Address _____

Phone _____

Type of Function _____

Will Food Be Served? Yes No

Date(s) Requested _____

Arrival Time (Including Time for Setup) _____

Departure Time (Including Time for Cleanup) _____

Approximate Number Attending Event _____

Fee for Use (See Schedule Below) _____

Security Deposit Due At Time of Reservation _____

LIABILITY FOR INJURY

Member agrees to hold harmless, indemnify and defend North Walhalla Church of God (including its agents, employees, and representatives) from any and all liability for injury or damage including, but not limited to, bodily injury, personal injury, emotional injury, or property damage which may result from any person using the church facilities, its entrances and exits, and surrounding areas, for non-church related functions, regardless of whether such injury or damage results from the negligence of the Church (including its agents, employees and representatives) or otherwise.

I have read and understand the guidelines required for use of this facility.

SIGNATURE

DATE

FEE SCHEDULE

Members/Regular Attendees
Fellowship Hall—\$50.00
Security Deposit—\$25.00

Security deposit is due with reservation form. If building is left clean and undamaged, the security deposit will be returned.

MUSICAL SELECTIONS FOR WEDDING CEREMONY

Bride _____

Groom _____

List Song Titles and Artists/Authors

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____

Use reverse side for additional songs. The pastor or minister of music may request the lyrics to the songs you have selected to determine appropriateness for use in the sanctuary.