

LCCF Church Facilities Usage Application Form FOR WEDDINGS

Phone 780-928-3783

Email: lccfchurch@gmail.com

A message to the the Applicant, on behalf of the Church Board:

The Members of the La Crete Christian Fellowship Church and its Church Board, are concerned that those using their facilities will be in harmony with them in the purpose and use for which the church was erected and dedicated, that is, to the service and glory of God.

In regards to marriage and weddings, we believe that they should only occur in our church if the marriage is in harmony with Biblical principles and where partners believe in the Biblical institution, purpose, and value of marriage. Therefore, marriage shall occur in our church only when partners are of like faith and have received adequate pre-marriage counseling from a sound pastoral source and the ceremony reflects Christian values and is not in conflict with the purpose of LCCF.

Consequently, unless applicants can with a free conscience commit themselves to the use of the church in this manner it is requested they not seek to use these facilities.

*** LCCF does not generally rent out the facility to couples outside of our congregation. Sometimes exceptions may be made - call the church office at 780-928-3783 before proceeding with this application ***

THE FOLLOWING IS A STEP-BY-STEP GUIDE ON HOW TO BOOK THE CHURCH FOR YOUR WEDDING:

1. **Prior to filling out this application form**, it is required that you speak with a pastor of LCCF to arrange pre-marital counseling, and to confirm an officiating minister for your wedding. If you are wanting a pastor from another church to officiate, the Senior pastor of LCCF will contact that pastor, to ensure the proposed wedding/marriage lines up with the values mentioned in the above statement from our church board.
2. Once you have a pastor confirmed to officiate, you can call or email the church office to see if the facility is available on your desired wedding date. If not, another suitable date will be agreed upon.
3. Fill out this application form. The date of your event will be **held for fourteen days** from the day the church office was contacted. If this application is not completed and returned to the office within that time, you will lose the right to reserve that date.
4. A damage deposit of \$250.00 is required, but will be refunded if the building is left in the condition it was found. This deposit is due when handing in this application form, (Cash or Cheque is accepted)
5. The full payment of the facility rental is due no later than one week prior to the event. The church secretary will contact you as a reminder to provide payment, if you hadn't done so already. (Cash or Cheque is accepted)

If for some reason the application is not approved ALL moneys will be returned.

What Happens Next:

The week prior to the wedding, the Facility Coordinator will call the bride & groom, to go over final details of the event. These will include your music and sound details. A facility tour with our custodial staff and kitchen tour will also take place with the applicants designates, the week of the wedding.

If you have any further questions regarding this form or the terms of he agreement, please feel free to contact us at the church office at 780-928-3783 or via email at lccfchurch@gmail.com.

Date of Application:

A. User Information

Groom's Name: Cell #: Email:

Bride's Name: Cell #: Email:

Name of Representative renting facility IF other than Bride or Groom: Phone#:

****It is the responsibility of the representative, that the facility is left clean and tidy.***

B. Wedding Details

Date of Wedding: Ceremony Start Time: Estimated UMBER in Attendance

Officiating Minister: Phone Number:

Are you having your CEREMONY at LCCF?: Yes No Are you having your RECEPTION at LCCF?: Yes No

C: Facilities Required (check all that apply): **When booking the Sanctuary, the Fireside room is included.*

Sanctuary (\$250)

Coffee Area (\$200)

Kitchen (\$250)

Multi-Purpose Room (\$150)

Facilities Total (\$):

The church facilities, including the kitchen, are available to you starting at 9:00 am the DAY PREVIOUS to your wedding (exceptions apply when a wedding is scheduled for a Sunday). This will allow for set up and decorating time, as well as time set aside for the wedding rehearsal.

D. Special Equipment and Personnel Requirements (check all that apply) ** It must be recognized that certain personnel have to be arranged for, and these will have to be compensated for their time and efforts; namely the Sound System Operator, and Multimedia personnel. Please note that they need to be compensated for time spent at rehearsal, as well as at the event.*

Sound Operator during the ceremony (**\$100**) - this is a requirement for anyone using the Sanctuary for their ceremony.

Multimedia Personnel during the ceremony (**\$100**) - this is the person who will project congregational song lyrics or any special pictures or videos you want put up on the large screen in the sanctuary.

Projector in Multipurpose Room (**No extra charge for this**) - we will provide the projector, and it is your responsibility to provide a laptop and to run it during the reception.

Sound System in Multipurpose Room (**No extra charge for this**) - we will set up the equipment (microphone and speakers), and it is your responsibility to run it during the reception. Assign a sound person for the reception, and make sure they attend the rehearsal in order that a LCCF sound person can instruct them on how to operate the sound system.

Personnel Total (\$):

E. Payment

Fees Total (\$) Facilities + Personnel: - due no later than one week prior to the event

Damage Deposit (\$250): Paid - due upon receipt of this application

F. Usage Agreement:

- a) Use of the Facility is under the supervision of the LCCF Facility Coordinator.
- b) It is the user's responsibility to return the facility to its original condition. Additional costs at \$25.00/hr will be charged for abnormal cleanup. A list will be provided detailing the applicant's responsibilities and the Custodian's responsibilities.
- c) Nothing is to be placed on the piano and the piano cannot be moved on the stage.
- d) Decorations are to be free standing, i.e. no tacks, staples, tape, etc. is to be used to fasten decorations.
- e) No confetti or rice is to be used in the facility or on the premise.
- f) It is the responsibility of the individuals / groups using the facility that no alcohol is used on the grounds or in the building.
- g) It is the responsibility of the individuals / groups using the facility that there is no smoking in the building. The individual /group are asked to cleanup cigarette butts and other litter around the entrances after the events/functions.
- h) The user is responsible for any damage.
- i) Use of the kitchen is under the supervision / guidelines of the LCCF Kitchen Committee.
- j) This application for facility use is not approved until handled at appropriate Board and Committee levels and duly signed by the person(s) responsible. Until that approval process is complete, the facility booking is only tentative.

I hereby agree to the above information and fees as well as the list of facility user responsibilities.

Name: _____ (Printed) Date: _____

Signature: _____

For Office Use Only: Approved By: _____ Date: _____				
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Sound Operator:	_____	Multimedia Operator:	_____	
Kitchen Personnel:	_____	Custodian:	_____	
Name of person responsible for cleanup:	_____	Phone #:	_____	
Name of caterer or head cook:	_____	Phone #:	_____	
Time of church access needed don wedding day:	_____			
Sound Requirements:	Pre-recorded _____ (music source)	Piano	Guitar(s) _____	Vocal(s) _____
Prelude:	_____			
Processional:	_____			
Congregational Singing:	_____			
Special Number:	_____			
Recessional:	_____			
Other Notes:	_____			