

WEDDING & FACILITY POLICIES

REGULAR ATTENDEES

All dates must be approved by church secretary/pastor.

Facility usage fee for members and regular attendees

Sanctuary	\$75.00
Gym	\$50.00
Fellowship Hall	\$25.00

Members and regular attendees of either party (their immediate family ...son or daughter) shall pay the above fees for facility use and janitorial services. No deposit is required. Balance is to be paid 30 days prior to the event.

The facility is not available for non-church functions on Sundays. December use will be allowed on a limited, case by case basis. Christmas decorations may not be removed.

Additional fees:

Building Coordinator	\$75.00 minimum fee
Optional	\$25.00 fellowship hall set up
Optional	\$50.00 gym set up
Sound Person	\$50.00 (includes wedding rehearsal)
	\$75.00 if equipment is needed for reception

The Building Coordinator will be in charge of assisting with moving of sanctuary furnishings. They will have the building unlocked, be on hand during the function and lock building at the conclusion of your event. This person will make tables and chairs available, replenish restroom supplies, adjust room temperature, etc., etc. Placement of chairs and tables are your responsibility.

The renter is responsible for set-up and tear down of each room used. This includes emptying trash receptacles and cleaning the kitchen. The Building Coordinator will do the set-up and tear down for an additional fee (listed above). Set-up does not include decorating.

The Sound Person will be responsible for the set-up, running and tear down of our sound equipment. (This person will be one of our technicians.)

Pastor and Musicians

Gratuities for the pastor, vocalist and accompanists should be discussed when making reservations. A minimum gratuity of \$100.00 is suggested for the officiating minister due to time given for counseling, rehearsing and the wedding itself. Fees for musicians vary according to the work involved.

No Tobacco – No Alcohol – Music must be of a Christian Nature.

WEDDING & FACILITY POLICIES

NON-REGULAR ATTENDEES

All dates must be approved by church secretary/pastor.

Facility usage fee for members and regular attendees

Sanctuary	\$300.00
Gym	\$350.00
Fellowship Hall	\$150.00

Guests and non-regular attendees shall pay the above fees for facility use and janitorial services. A \$100.00 deposit (refunded if canceled more than 30 days in advance) is to be paid when the reservation is made. The balance is to be paid 30 days prior to the event.

The facility is not available on Sundays. December use will be allowed on a limited, case by case basis. Christmas decorations may not be removed.

Additional fees:

Building Coordinator	\$75.00 minimum fee
Optional	\$25.00 fellowship hall set up
Optional	\$50.00 gym set up
Sound Person	\$50.00 (includes wedding rehearsal)
	\$75.00 if equipment is needed for reception

The Building Coordinator will be in charge of assisting with moving of sanctuary furnishings. They will have the building unlocked, be on hand during the function and lock building at the conclusion of your event. This person will make tables and chairs available, replenish restroom supplies, adjust room temperature, etc., etc. Placement of chairs and tables are your responsibility.

The renter is responsible for set-up and tear down of each room used. This includes emptying trash receptacles and cleaning the kitchen. The Building Coordinator will do the set-up and tear down for an additional fee (listed above). Set-up does not include decorating.

The Sound Person will be responsible for the set-up, running and tear down of our sound equipment. (This person will be one of our technicians.)

Pastor and Musicians

Gratuities for the pastor, vocalist and accompanists should be discussed when making reservations. A minimum gratuity of \$100.00 is suggested for the officiating minister due to time given for counseling, rehearsing and the wedding itself. Fees for musicians vary according to the work involved.

No Tobacco – No Alcohol – Music must be of a Christian Nature.

POLICIES AND PROCEDURES

We will need a list of all church furnishings and decorations that you would like to use. This would include wedding arch, altar, candelabras, tables, chairs, punch bowls, serving dishes, etc., etc.

Sanctuary

Our strong preference is that the drums, guitar amps and piano not be moved without prior approval.

Drip-less candles must be used. If there is any wax residue on carpets, you will be held responsible.

Any permanent or semi permanent decorations (posters, lettering, display boards, ministry tables) belonging to the church may not be moved. If it's practical to cover them without damaging the decorations or the wall – that is permissible. Otherwise, they must be left alone.

Each wedding party should designate 2 to 4 individuals who will be responsible for removing (or storing) all decorations in the sanctuary including flowers, candelabras, tooling, etc. This needs to be done immediately following the completion of the pictures and during the reception time.

All decorations must be removed on the same day following the event.

NO *rice* or *birdseed* to be used indoors or in the parking lot. Bubbles are allowed, but not on carpeted areas.

Kitchen

The paper products in the kitchen (paper plates, cups, napkins, forks, spoons, knives, etc.) are not to be used for personal parties.

Please know that we completely understand your event is very special to you and your wedding is a once in a lifetime blessing. Further, we greatly desire for you to be pleased with having your event in our church. However, we must guard our ability to maintain our furniture and equipment as well as our ability to be prepared for Sunday worship services without surprises or equipment failures. Thank you for your understanding.

Facility Rental Contract

Joliet 1st Church of the Nazarene
1009 S Briggs St, Joliet, IL 60433
(815) 726-5426

Renter Name _____

Address _____ City _____ Zip _____

Phone (H) _____ (W) _____

Church Member () Yes () No

Reason for rental: Wedding ____ Reception ____ Anniversary ____ Reunion ____
Other _____

Officiating Minister (for wedding) _____

Date of event _____ Date of Rehearsal _____

Additional time for decorating etc. _____

Rooms to be rented: Sanctuary ____ Fellowship Hall ____ Gym ____ Kitchen ____
Dressing room ____ Other _____

Fees for room rental _____

Building Coordinator _____

Sound Person _____

Other _____

TOTAL FEES _____

Deposit (non-member – to reserve date - \$100.) _____

Balance (member – due 2 weeks prior) _____

(non-member – due 30 days prior) _____ Date due _____

No Tobacco – No Alcohol – Music must be of a Christian Nature.

The renter is responsible for any damage incurred to facility and/or equipment during their event.

Signature of Renter _____ Date _____

Signature of Church Representative _____ Date _____

Comments:

