

Facilities Use Guidelines and Fees

The facilities of Fairfield Christian Church (hereafter referred to as "the church") are dedicated solely to the ministry and work of the Kingdom. The church is not a public facility and therefore its use and availability are entirely at the discretion of the elders and staff. Therefore, facilities are not generally available to individuals, groups, and/or organizations outside the Christian community. In most cases the facilities are reserved solely for those ministries and events falling under the general oversight of the church's elders, and which are directly related to the ministry purposes and values of the church.

Specifically, there are certain policies and fees related to reserving and using the facilities for both wedding ceremonies, anniversary celebrations, showers, receptions, and other parties which are found later in this document. In addition there are some general policies that must be acknowledged and followed:

- The possession and/or consumption of tobacco, alcohol, or illegal narcotics are expressly forbidden anywhere in the facility or on the grounds.
- Profanity or other coarse language is unacceptable.
- No food or drink is to be consumed in the Worship Center, Chapel, or common areas of the church.
- No rice, bird seed, glitter, etc. is to be used in or near the facilities.
- Facilities, furniture, and fixtures are to be treated with the utmost care.
- Only dripless candles may be used

Abuses of these policies are grounds for removal from the property and a forfeiture of all fees including security deposit. The individual(s) who reserved the facilities is responsible for those in their party, and will be held accountable for their actions.

Showers, Parties, and Receptions

- These are scheduled solely at the discretion of the elders and staff.

Funerals and Funeral Dinners

- The use of the facilities for funerals and funeral dinners is provided free of charge for members, attenders, and extended family of members and attenders of the church (including the cost of food and supplies for the funeral dinners which are provided upon request).

Weddings

- Inasmuch as the scriptures advocate that a man and woman should be "equally yoked together" (2 Corinthians 6: 14-16), Christians are strongly encouraged to marry Christians.
- Consideration of wedding ceremonies in which one (or both) of the parties were previously married will be taken under advisement.
- We believe that following Christian principles is the basis for a lasting marriage and receiving God's blessing. Therefore, we require couples to be attending a church regularly.
- Because the Bible clearly teaches that sexual relations between persons not married to each other is sin (Exodus 20:14; Hebrews 13:4), in no case will wedding ceremonies be performed anywhere on church property when the couple is living together prior to marriage.
- Wedding requests are made through the Senior Minister and all steps in the process will be under his oversight.
- The 50% of the applicable fees are due and shall be remitted to the attention of the Church office at the time the wedding date is formally requested. The remaining of the fees will be due one week prior to the wedding date. Checks are to be made payable to Fairfield Christian Church.
- Written confirmation of the date, time, and details of the event will be mailed by the Church office after receiving approval by the Senior Minister and full payment of appropriate fees.
- The security deposit, less any charges for failure to fulfill responsibilities or for damages to the facilities and/or grounds of the church or for additional Sound & Light fees, will be returned to the requesting individuals with 30 days following the wedding.
- **Dates and times are not fully secured until all steps are completed - including the payment of all fees and the security deposit.**

Cost

Wedding fee includes: A deposit, minister's honorarium, facility usage for the rehearsal and wedding, and three(3) hours of a Sound & Light technician (additional hours at \$25 per hour will be withheld from the Security Deposit). The wedding fee does not include musicians and/or vocalists. Upon request musicians and vocalists will be recommended, but arrangements including financial will be made directly between the wedding party and the individuals performing, not through the church.

Facilities Use and Guidelines and Fees

Building Access To Chapel & Worship Center

- Rehearsal Day** Friday Access is available upon request.
- Wedding Day** 3 hours prior to start time.
- Decorating** Friday Access is available at 9:00 a.m. to 12:00 p.m.
- Decorating Cleanup** Any decorating items that are not to be thrown away must be removed within one hour of the completion of the wedding ceremony. The wedding ceremony and cleanup cannot go any longer than 8:00 p.m.
- Bride's Room** Ladies Restroom located in the west hallway by staff offices.
- Groom's Room** Children's Room (Room #206).

WEDDING FEES

| | <u>Members</u> | <u>Non-Members</u> | |
|------------------------------|----------------|--------------------|---|
| Minister | \$150 | \$250 | (an extra \$100 if including Pre-Marital Counseling) |
| Custodial Fees | \$200 | \$300 | (Includes Sanctuary, Welcome Center, Bride's Room, Groom's Room) (\$50 extra for Chapel and Fireside Room) |
| | \$100 | \$200 | (Includes Chapel, Welcome Center, Bride's Room, Groom's Room) |
| Tech Fee (Sound & Lights) | \$150 | \$250 | (Includes 2 hours on Rehearsal and 3 hours on Ceremony. Each additional hour will be \$25 per hour.) |
| (Computer/Projector) | \$25 | \$50 | (Includes the use of the computer and projector screens.) |
| Damage Deposit | \$100 | \$200 | (Refunded within 30 days unless otherwise notified.) |

Communion for the couple will be provided upon request at no additional charge.

We have read the above guidelines and agree to abide by them.

Today's Date: _____

Groom's Signature: _____

Bride's Signature: _____

For Office Use Only

Facilities Use approved by: _____ **Date:** _____

Minister Performing Ceremony: _____ **Phone Number:** _____

Fees to be collected: _____ **Fees Collected:** _____

Security Deposit returned on (or reason for default of fees): _____