

WEDDING POLICY AND REQUEST FORM

DOOR CREEK CHURCH
6602 DOMINION DRIVE, MADISON, WI 53718
Phone: 608-222-8586; Fax: 608-222-8003
www.doorcreekchurch.org

WEDDING POLICY

Facilities Usage and Fees

The use of church facilities for weddings shall be restricted to persons who regularly attend worship here and participate in the life of the church.

There is a rental charge for the use of the church facility. **This must be paid in full to schedule your wedding date on the church calendar.** This fee is refundable only if cancellation is received at least 3 months prior to the wedding date or if the pastor declines to perform the marriage ceremony.

Dates

All dates requested are confirmed upon receipt of:

1. Wedding Guidelines Form
2. Wedding Policy and Request Form
3. Wedding Application Form/Signed Officiating Pastor Form

Schedules

Rehearsal times, in most cases the evening before the wedding, will be scheduled through Sue Groves, Wedding Hostess.

REQUEST FOR USE: (please print clearly)

NAME OF BRIDE AND GROOM: _____

PERSON RESPONSIBLE _____

Daytime phone: _____ Evening Phone _____ Email _____

DATE(S) AND TIME(S) NEEDED – No Christmas/Easter weekend weddings

(Note: the building closes at 10 p.m. weekdays; 3:00 p.m. Saturdays)

[] rehearsal time (date) _____ from ___ a.m. p.m. to ___ a.m. p.m.

Rehearsal start time _____

[] wedding time (date) _____ from ___ a.m. p.m. to ___ a.m. p.m.

Arrival time to set-up _____

Ceremony start time _____

Out of the building after clean-up by _____

SPACE AND FACILITIES NEEDED:

Anticipated number attending _____

AGREEMENT

In consideration for the privilege of using the Door Creek Church facilities described above, USER agrees to the following:

A. Payment of Fees

Payment of a usage fee of \$_____ calculated according to the following schedule

<u>Area</u>	<u>Fee</u>
Auditorium, Atrium, and Dressing Rooms	\$250.00
Reception in Activity Center	\$100.00
Kitchen	\$75.00 deposit (will be returned after the kitchen is left clean and as it was found.)

Note – Door Creek Church member or child of a member will receive a 25% discount.

Special Charges

1. Additional custodian fee charged for cleanup past 10 p.m.
2. For special setups of tables and chairs.
3. Additional Rooms

Fees for the use of the building are to be paid in full and attached to this application before the wedding is confirmed on the church calendar.

Checks are to be made payable to “Door Creek Church” with the memo entry stating “Wedding.”

Individual Fees – payable directly to the individual prior to the wedding rehearsal

Wedding Hostess (required)	\$100.00
Technical Operator (required)	\$150.00

- Sound and lighting operators for weddings must be a person from the approved sound/lighting ministry team. PowerPoint or other computer use may require additional operators. Any exceptions must be arranged through the Director of Facility and Operations.

Pastoral counseling and officiating honorarium

B. Guidelines

1. Restrictions:
 - a. Use of the facility is restricted to the room(s) reserved, with the exception of restrooms and corridors.
 - b. No food or drink is permitted in the auditorium or atrium unless approved in advance by the Director of Facility and Operations (DFO) or his designee.
 - c. Smoking is not permitted in the building.
 - d. Possession of and/or consumption of alcoholic beverages, illegal drugs or controlled substances are not permitted on the church grounds.

2. General Policies
 - a. Door Creek Church will provide a Custodian for room set-up and tear-down, and to be available at all times during the event. The Custodian shall have final authority over all use of the facilities during the event.
 - b. USER is exclusively responsible for providing adult supervision for children at all times.
 - c. Nothing is to be attached to or hung from any walls or ceilings without prior approval of the Director of Facility and Operations.
 - d. Use of candles (other than unity) must be pre-approved by the Directory of Facility and Operations

- e. Upon completion of the event, the facilities are to be left clean and neat. Failure to do so may incur additional costs and/or limit future use by the person or group hosting the event.

C. **Damages, Losses and Claims.** For purposes of this section, "USER" includes the applicant. "CHURCH" includes Door Creek Church, its Stewardship Board, employees and members.

USER is responsible for costs related to any all damages to the premises and/or contents. Any damage is to be reported in writing to the Church office, and include (1) a description of property and nature of the damage; (2) signature and phone number of person reporting the damage.

USER further agrees to indemnify and hold harmless the CHURCH from any and all costs, damages or losses, including interest and reasonable attorney fees, sustained by the CHURCH from any and all claims, actions, judgements or any other circumstances resulting from use of the CHURCH facilities, including its contents, by any person or organization authorized or invited by USER to participate in USER's wedding.

Notwithstanding, should any claim or controversy arise from USER's use of the Church facilities, the parties agree to seek to resolve such claim or controversy between themselves according to Biblical principles. Should they be unable to do so, they agree to submit the matter for conciliation, mediation and/or arbitration according to the rules of the Institute for Christian Conciliation of Billings, Montana, and further agree that any decision or judgment rendered may be entered into any court having jurisdiction.

Signature _____

Date _____

FOR OFFICE USE ONLY	FORM RECVD DATE: _____	WEDDING HOSTESS: _____
DFO Approval _____	Date _____	
\$ _____	received on _____	
Notes: _____		

