

FACILITIES RENTAL RESERVATION & AGREEMENT

We welcome individuals and groups to rent our facilities for weddings, banquets, seminars, meetings, suppers, and family celebrations.

General terms:

We ask you to treat all church property with care and respect. Common sense and courtesy should prevail at all times. Please return all items to their original places.

Fellowship Hall: We have 42 round tables, 8 rectangular tables, and a stage. Skirting for a head table and the stage is available for no cost. Please return tables, chairs, and the stage to their storage closets after your event.

Kitchen: Clean and return all plates, cups, silverware, etc. to their proper places. Do not remove kitchenware from the premises. Do not serve red or purple punch or grape juice at your event.

Worship Center: Do not take any items out of the Worship Center except with permission from the Ministry Coordinator. The custodian will remove the pulpit furniture prior to the event if necessary.

Decorations: Use sticky tack if fastening decorations. Ensure you place candles in proper holders so they will not tip and damage carpet or furniture. Do not place candles on the window sills. Take extreme care when placing candles on the pulpit. Place plastic under all candles to protect the floor from damage. Do not throw rice or confetti anywhere on the premises.

Alcohol & Smoking: We do not permit any alcoholic beverages on the premises. Smoking is not permitted anywhere in our facilities.

Apart from special approval from the church council, the facilities will not be used for money-raising projects by outside groups or for personal gain. They may be used for money-raising projects held by our own church groups if the proceeds go to church-supported causes.

The renter shall be responsible for loss or damage to Trinity CRC property and injury to person(s) attending the event, whether caused by acts of omission or not of the renter or their guests. The renter agrees to indemnify and hold harmless Trinity CRC from all claims, damages, suits, or liabilities that may arise or occur from the renter's use of Trinity CRC's facilities. Trinity CRC will not be responsible for lost or stolen items.

Weekend use:

We warmly welcome members to celebrate baptisms and professions of faith with family and friends in our facilities at no charge. Please confirm availability with the Ministry Coordinator.

On Sundays, non-church-related events may begin one hour after the morning service and need to be completed one hour prior to start of the evening service. All events on Saturdays, including clean-up, are to be completed by 7:00pm.

Weddings:

We rejoice with you as you look forward to your wedding day, praying for God's love to infuse and direct your love for one another.

The position of Trinity CRC is that marriage is an institution created by God. It is a covenant relationship established by mutual vows between a man and a woman united by God. Marriage ceremonies officiated by Trinity CRC staff and the usage of Trinity CRC's facilities for weddings must align with our position on marriage. Besides our general position on marriage, the church has other teachings that may affect the availability of the church facilities for applicants (e.g., prior marriages, marrying outside of the faith, potential fraud) that our staff will discuss with you as necessary. We expect the ceremony, rehearsal, dinner, and reception to reflect Christian values and be in good taste. Trinity CRC reserves the right to decline hosting a wedding in our facilities when, in the staff's judgment, there are significant concerns that one or both of the applicants may not be qualified to enter into the bond of marriage for doctrinal, moral, legal, or other reasons.

If you desire to have an ordained family member, friend, or pastor of another church officiate your wedding, please request this when you reserve our facilities. We welcome guest pastors to officiate weddings conducted at Trinity CRC with the understanding that they are in agreement with our position on marriage.

Couples married in our facilities are expected to complete premarital counseling as will be outlined by our staff.

Clean-up:

Clean-up is the responsibility of those using the facilities. We will provide you with cleaning supplies.

Rates:

Rates for members of Trinity CRC (includes sound personnel):

Fellowship Hall: **\$75**

Kitchen: **\$75**

Lower Level: **\$20** per room

Wedding: **\$225**

Wedding with reception (full facilities): **\$325**

Rates for non-members (includes sound personnel and availability of staff member to offer assistance as needed):

Worship Center: **\$100**

Fellowship Hall: **\$100**

Kitchen: **\$100**

Lower Level: **\$30** per room

Wedding: **\$400**

Wedding with reception: **\$500**

The sound, projector and camera systems are to be operated by Trinity CRC's sound system personnel only.

A portable sound system may be rented for outside activities for **\$250** with one of Trinity CRC's sound personnel to operate it. The operator is to be paid **\$20 /hour** plus mileage.

A **\$100 wedding deposit** is required at the time of reserving the church.

A janitor charge of **\$25 /hour** will be applied if our facilities are not left in an orderly fashion.

Please pay the balance of your bill on the day of your event unless we've made other arrangements with you. Checks are payable to Trinity CRC.

Reservations:

Reservations are required for all events: Please submit the information below to the Ministry Coordinator. We'll do our best to accommodate your request.

Name and contact info:

Date of event:

Description of event and room(s) requested:

I have read and understood the above information and agree to the terms and notes.

Signature _____

Date _____

Signature of church representative _____