



First Christian Church

(DISCIPLES OF CHRIST) • www.fccgreensboro.org
1900 WEST MARKET STREET • GREENSBORO, NORTH CAROLINA 27403

Wedding Celebrations Facilities Terms of Use To be Reviewed and Completed by Users

Welcome to First Christian Church!

We are glad to be part of your wedding worship celebration. Weddings at First Christian Church are under the direct supervision of the pastor or other appointed minister of the church. If the couple wishes to have another minister participate in the service, it should be discussed with the pastor before an invitation is extended to the guest minister.

In order for the church and the pastor to reserve your wedding date, the wedding agreement must be completed and returned to the church office along with a deposit.

The minister will conduct premarital counseling sessions with the couple prior to the wedding, and will be scheduled at a mutually agreeable time. Generally, this includes an initial introductory meeting, three counseling sessions, and one session to plan the service.

The sanctuary at First Christian Church seats 200 people. The Fellowship Hall, for wedding receptions, can accommodate 100 people seated at tables or 150-200 at a standing reception. The building is wheelchair accessible and is equipped with an elevator. All church facilities are smoke-free. No alcohol may be served at the church. A fully equipped kitchen adjoins the Fellowship Hall.

In order for the wedding ceremony to be legally binding, a marriage license must be obtained from Guilford County. See <http://countyweb.co.guilford.nc.us/marriage-information> for more information. The license should be given to the minister at the time of the rehearsal.

A member of First Christian Church will be assigned as your wedding coordinator. He/she will assist with planning and coordinating activities before and during the wedding, and will be present at the rehearsal and ceremony. The couple may also choose to use an outside wedding coordinator (in addition to the church coordinator), in consultation with the minister. A basic program can be provided and printed by the church, or the couple can choose to provide their own program printed elsewhere.

The organist of First Christian Church is responsible for the music at all weddings at the church and it is expected that the church organist will play for all weddings at the church. Guest organists must be discussed with and approved by the organist and minister. All music for the service, including soloists and other additional musicians, will be chosen in consultation with the minister and organist. Rehearsals for additional soloists and instrumentalists must be coordinated with the church organist well in advance of the wedding day.

Decorating the church with flowers, greenery, and candles is permitted as long as care is taken not to permanently mark any walls or furnishings. Only dripless candles may be used, and no tacks, nails, wires, or tape are allowed. The couple is responsible for all decorations.

The custodian will ensure that the facility is clean and in order following the wedding service and/or reception. The custodian is not responsible for removing decorations, rearranging furniture, dishwashing, or garbage disposal. The couple is responsible for making sure everything is returned to its proper place.

Photographers and videographers are permitted provided they are not disruptive or intrusive in the ceremony. One designated photographer may take flash photographs of the wedding party during the processional and recessional. Once the wedding party is in position and the service begins, no more flash photos may be taken. Non-flash photos may be taken from the balcony or the back of the sanctuary during the service. Video cameras may be used during the service from stationary, discreet locations, and without any additional lighting. The photographer and/or videographer should consult with the minister on the day of the wedding before the ceremony begins.

A wedding rehearsal will be scheduled for the evening before the wedding. All participants in the ceremony are expected to be present. The minister will oversee the rehearsal.

Wedding Celebrations Facilities Terms of Use, Continued

Fees - Members

Refundable Security/Damage Deposit: \$300 required to reserve space

Custodial Services: \$75 (wedding); \$50 (reception) due one week prior to service

Wedding Coordinator: \$100 due one week prior to service

The wedding coordinator's fee includes assistance during the rehearsal and on the day of the wedding.

The wedding coordinator will be assigned by the minister.

Organist: organist sets fees and fees due at rehearsal

The organist's fee includes one meeting with the couple to discuss and select music, one rehearsal with a soloist/instrumentalists, the rehearsal, and the wedding ceremony. An additional fee will be charged if additional meetings or rehearsals are needed.

Minister's Honorarium: \$350 (suggested) due at rehearsal

The minister's honorarium includes an initial consultation with the couple, three pre-marital counseling sessions, one session to plan the ceremony, preparing for the service, presiding at the rehearsal and the ceremony, and following up with the couple after the wedding.

Premarital Counseling Assessment: \$35 due at the time of assessment

Fees - Non-Members

Refundable Security/Damage Deposit: \$300 required to reserve space

Sanctuary: \$750 due one week prior to service

Includes custodial fees, wedding coordinator fees, and rental of space for rehearsal and wedding.

Fellowship Hall and Kitchen: \$500 due one week prior to service

Includes custodial fees, use of kitchen equipment, and rental of space for reception

Organist: organist sets fees and fees due at rehearsal

The organist's fee includes one meeting with the couple to discuss and select music, one rehearsal with a soloist/instrumentalists, the rehearsal, and the wedding ceremony. An additional fee will be charged if additional meetings or rehearsals are needed.

Minister's Honorarium: \$350 due at rehearsal

The minister's honorarium includes an initial consultation with the couple, three pre-marital counseling sessions, one session to plan the ceremony, preparing for the service, presiding at the rehearsal and the ceremony, and following up with the couple after the wedding.

Premarital Counseling Assessment: \$35 due at the time of assessment

Fees – Off-Site Weddings

Minister's honorarium: \$350

The minister's honorarium includes an initial consultation with the couple, three pre-marital counseling sessions, one session to plan the ceremony, preparing for the service, presiding at the rehearsal and the ceremony, and following up with the couple after the wedding. Counseling sessions and consultations will happen at a mutually-agreed upon time and place.

Mileage to and from the wedding site and other travel expenses should be reimbursed

Premarital Counseling Assessment: \$35 due at the time of assessment

Please note: Any clean-up costs above the amount of the damage deposit will be charged to the couple. Deposit fees and fees for the use of the space should be made out to First Christian Church. Fees for the organist and minister should be paid directly and made out as requested.

General Policy

It is the general policy of First Christian Church (FCC) to make its building and grounds (facilities) available for use by members and outside groups whose purpose is to better serve the community as a whole. FCC reserves the right to approve or disapprove any applicant and FCC reserves the right to revoke authorization for use at any time.

All potential users of FCC facilities must complete the INQUIRY AND APPLICATION FOR USE OF CHURCH FACILITIES. If the date requested is available, the application for use will be reviewed by the FCC Building Use Committee. After submitting the application, users can anticipate a response within 10 days. If an application is approved, the authorized representative will be asked to review and sign the FCC FACILITIES TERMS OF USE, and if relevant, the FCC CHILD PROTECTION POLICY.

Use of FCC facilities is done so entirely at the users' own risk. Users are advised that they are responsible for their own insurance coverage for FCC facilities use and they hold harmless and indemnify FCC and all associated with FCC for any and all liability for injuries and damages which users and guests may suffer.

Wedding Celebrations Facilities Terms of Use, Continued

Availability

The facilities of FCC are available only when no FCC or FCC-related functions are occurring. All dates of usage must be verified by the church office and are subject to change if FCC reschedules or creates FCC usage during the requested usage period.

Terms of Use

All users must have a designated person 21 years or older responsible and present during usage. This individual is responsible for proper supervision of users and guests, cleanup, turning off lights, locking doors, and damages. This designee must provide contact information as the authorized representative for the event or group.

- No use of alcohol, drugs, or any tobacco products. FCC is a smoke-free campus.
- If users or guests under the age of 18 will be present, a signed CHILD PROTECTION POLICY must be on file with the church office.
- FCC is not responsible for any loss, personal injury, or property damage associated with use of the facility.
- Premises must be returned to order prior to departure of user. Any damages must be reported immediately to the FCC office.
- If contract grants use of kitchen and fellowship hall, it must be left clean and neat. All items must be returned where found. All linens are the responsibility of the users unless agreed upon in the contract. All trash must be removed from FCC building to proper areas.
- All kitchen users must be supervised at all times by someone aged 21 or older.
- Use of piano or organ must be approved prior to use.
- Audiovisual equipment may be available for an additional fee.
- Usage agreements are for a maximum period of one year and are subject to review for damages and renewal by FCC. Usage of FCC is only for contracted usage. Agreements are non-transferrable. Security deposits may be used for cleanup and repair if needed.
- Users who are late on payments are subject to immediate termination of the contract.
- Damages to FCC property and personal property will be deducted from deposit for repair/replacement. Any amount over the security deposit will be paid for by the user.
- Deposits (minus any charges) will be returned within 30 days of the event date.

AGREEMENT

As the duly authorized representative of _____ (group/individual name), I have read the FCC FACILITIES TERMS OF USE and I agree to abide by all terms of the agreement and accept the Release of Indemnity clause by FCC in this agreement. Receipt of this form AND any required deposit confirms building use.

Signed: _____ Printed Name: _____

Title: _____ Date: _____

Email: _____ Phone: _____

Mailing Address: _____

For Internal Use Only (a final copy of this agreement will be provided to all parties)

Received by: (Church representative) _____ **Date received:** _____ **Approval:** _____

Child Policy: _____ **Key Issued:** _____ **Key Returned:** _____ **Deposit Recvd:** _____

Total Costs and Payment Dates: _____