

Olivet Christian Church

Facilities Use Policy for Weddings

The following guidelines have been established by Olivet Christian Church for using the church facilities and personnel for weddings and should be used in conjunction with the Olivet Christian Church Facilities Use Policy.

1. Active participants of Olivet Christian Church and their immediate family members will not be charged for using the facilities.
2. Non-participants will be charged using the following guidelines:
 - a. There will be a \$425 charge for use of the sanctuary, but a total charge of no more than \$900 for use of the entire building. In addition, a church representative must be present (see h. below) and custodial fee will be charged (see i. below) and a sound system tech fee of \$75 (see j. below).
 - b. There will be a minimum \$125 charge for the minister of Olivet Church to perform the service.
 - c. If someone other than Olivet's minister is performing the service, the couple must get permission from Olivet's minister or Board Chairperson.
 - d. There will be a charge of \$200 for a musician provided by the church, depending on music selected.
 - e. No bird seed, wheat or rice will be used inside the church building.
 - f. Facilities must be left in good condition. If special clean-up is required, an appropriate charge will be made.
 - g. Minister has the right to alter fees at their discretion.
 - h. A representative of the church must be present while church is being used and a fee of \$125 will be charged.
 - i. A custodial fee of \$100 will be charged.
 - j. Our sound tech must be present to run the sound system during both the rehearsal and wedding and a fee of \$75.
3. Groups may use permanent items in cupboard, if washed, and returned to proper storage space.
4. Consumable items, such as paper goods, are not to be used unless replaced or a charge will be incurred to replace consumable items.
5. No smoking will be allowed inside the church facilities. Please place cigarettes in outside ashtray and not on ground.
6. No alcoholic beverages will be allowed in the church facilities or on church grounds.
7. No food or drinks in the sanctuary.
8. No firearms will be allowed on the church property.
9. In case of damage to facilities or excessive clean up, the church may request reimbursement. Facilities must be left in good condition.

Musician available for fee: Contact - Angela Carlson (443-830-8597) (see section 2d)

Custodian: Contact - Ron McCray (573-489-7516) (see section 2 i.)

Secretary: Contact - Becky Teacutter (573-442-0336)



Olivet Christian Church (Disciples of Christ)

1991 S Olivet Rd. Columbia, Missouri 65201

Phone: 573-442-0336 email: olivetcc.office@gmail.com or website: olivetchristian.org

Application for use of Church for a Wedding (Non-Member)

Bride's Name: _____

Address: _____

Daytime Phone: _____ Evening Phone: _____

Cell Phone: _____ Work Phone: _____

Email Address: _____

Groom's Name: _____

Address: _____

Daytime Phone: _____ Evening Phone: _____

Cell Phone: _____ Work Phone: _____

Email Address: _____

Wedding Date: _____

Time of Wedding: _____

Open Church by: _____

Ending time: _____

Rehearsal Date: _____

Time of Rehearsal: _____

Open Church by: _____

Ending time: _____

Organist Do you need our Organist? Yes No

Name and phone number of your Organist

Number of guests expected _____

Olivet Christian Church Facilities use (please circle all that apply):

Non-refundable Deposit required at time of Booking:

Sanctuary			\$100 (applied to total cost)
outdoor Worship Center			\$425 with 2 rooms included
Reception in Fellowship Hall:	Yes	No	\$300 (\$425 Sanctuary fee--applies, if moved inside)
Rehearsal Dinner in Fellowship Hall:	Yes	No	\$250
Kitchen Use	Yes	No	\$250
	Yes	No	\$50 (+) light use
Classroom Use	Yes	No	\$100 full use
	Yes	No	\$30 each

Additional fees:

Church Representative (required) \$125

Custodial Fee \$100

Sound System Tech \$75

Total Amount Due \$ _____ (Max. \$900 church use+ \$300 associated fees)

(associated fees cover-- representative fee of \$125, sound system tech fee of \$75 & custodial fee of \$100)

Amount of deposit: \$ _____ Date Paid: _____

Amount owed 1 month prior to wedding \$ _____

Date payment is needed _____ Date Paid in full: _____

Minister Performing Service: _____

Minister's address: _____ Phone: _____

Confirmation & balance required 1 month in advance.

Signed: _____ Date: _____