

Wedding Policy & Facilities Usage Agreement

*Lake Lotawana Community United Methodist Church
28901 NE Colbern Road Lake Lotawana, MO 64086
(816) 578-4544 Phone*

WEDDING POLICY

*It is our mission to reach out to our community to bring people to know Jesus Christ.
With that in mind, we proudly offer the use of our facilities.*

PURPOSE: A Christian wedding is a covenant between God, the couple being married, and the community of faith. The wedding service is also a worship service conducted within Christ's Church, celebrating the union of two of God's children. To that end, our church enters into the wedding covenant. This Wedding Policy, **in conjunction with the LLCUMC FACILITIES USAGE AGREEMENT**, outlines the policies and guidelines for usage of the facilities owned by Lake Lotawana Community United Methodist Church (LLCUMC).

POLICY

1. The liturgy, music, photographer, and general outline of the service shall be approved by the pastor of LLCUMC.
2. All weddings are to be performed by the pastor of LLCUMC, unless otherwise agreed to (in writing) by the pastor of LLCUMC.
3. All weddings, rehearsals, and receptions must be scheduled through the LLCUMC Facilities Coordinator (Coordinator).
4. The bride and groom (Leaser) are responsible for the conduct of their guests and all who attend the wedding, rehearsal, and/or reception.
5. Birdseed, rice or confetti cannot be used. Bubbles are suggested.
6. Candles not provided by the church. Dripless candles are required. Plastic must be used under all lighted candles
7. If flowers are to be left for Sunday worship service, please let the church office know.
8. Rooms are available for dressing.
9. Honoraria (compensation) for any organist, soloist, photographers, and others should be arranged and paid individually, and is NOT included in the cost of using the facilities (refer to LLCUMC Facilities and Services Fee Schedule).

FEE SCHEDULE FOR NON-MEMBERS, NON-ACTIVE MEMBERS, and ORGANIZATIONS (NOT FOR PROFIT and FOR PROFIT)

1. Sanctuary (wedding): \$550 for a maximum of 6 hours (this fee includes \$75 for custodial services, \$150 for pastoral services).
2. Music/sound system services is optional, and will be an additional \$100.
3. Sanctuary (wedding rehearsal): \$50 per hour for a minimum of one (1) hour.

FEE SCHEDULE FOR MEMBERS

1. Sanctuary (wedding): \$350 for a maximum of 6 hours (this fee includes \$75 for custodial services, \$150 for pastoral services).
2. Music/sound system services is optional, and will be an additional \$100.
3. Sanctuary (wedding rehearsal): \$25 per hour for a minimum of one (1) hour.
4. A \$100 deposit will be required to reserve the facilities and is due at the time this document is signed. **All fees must be paid in full at least seven (7) calendar days PRIOR to the event date.**
5. The deposit is fully refundable if a cancellation of at least thirty (30) calendar days prior to the event date is provided (in writing) to the LLCUMC Facilities Coordinator.

IN WITNESS WHEREOF, the undersigned parties have read, understand, and agree to this Wedding Policy as of the date below.

Date: _____

Signature of LLCUMC Coordinator

Coordinator (Print)

Signature of Leaser

Leaser Name (Print)

FACILITIES USAGE AGREEMENT

*It is our mission to reach out to our community to bring people to know Jesus Christ.
With that in mind, we proudly offer the use of our facilities.*

PURPOSE: This Facilities Usage Agreement gives permission to groups, organizations, and/or individuals (Leaser) to use specified facilities owned by Lake Lotawana Community United Methodist Church (LLCUMC). Leaser of the church facilities (specified below) with the permission of LLCUMC do so with the full knowledge that **losses or liabilities incurred by the Leaser are not covered or insured, financially or otherwise, by LLCUMC.**

This agreement is entered into on this date: _____

Name of Leaser: _____

Address of Leaser:

(City) _____ (State) _____ (Zip) _____

Phone Numbers of Leaser: (Home) _____ (Mobile) _____

Facilities are to be used on: (Dates) _____ (Time) _____

Usage Fee: _____ (see LLCUMC Facilities Fee Schedule for fees and required deposits).

Purpose of Event: _____

Specific area(s) of the facilities that will be used (check all that apply):

Sanctuary _____ Fellowship Hall _____ Kitchen _____ Parking Lot _____ Class Rm (213) _____
Class Rm (215) _____ Class Rm (216) _____ Class Rm (217) _____ Other _____

Will the facilities' audio/video equipment be used? Yes _____ No _____

Will any furniture, tables, chairs, etc. need to be moved? Yes _____ No _____ If yes _____
please explain:

Name of LLCUMC Facilities Coordinator: _____

Phone Numbers of Coordinator:

(Home) _____ (Mobile) _____ (Other) _____

WHEREAS LLCUMC is the owner of the building and property located at 28901 NE Colbern Road, Lake Lotawana, Missouri 64086 (facilities);

AND WHEREAS the Leaser desires to use said facilities on the terms and conditions set forth;

NOW, THEREFORE, in consideration of the mutual promises contained herein and other good valuable consideration the parties hereto agree as follows:

1. LLCUMC will make available to the Leaser the facilities as contracted with the LLCUMC Facilities Coordinator (Coordinator) or his/her designee.
2. Leaser agrees to indemnify and hold LLCUMC harmless from any and all liability, including attorney's fees arising out of the Leaser's use of the facilities.
3. The Leaser understands that the responsibility to obtain liability and property insurance is upon the Leaser. It is not the duty or responsibility of LLCUMC to insure the Leaser's use of the facilities. To that end, the Leaser promises and warrants that it carries liability insurance with a minimum liability occurrence limit of \$1,000,000. The Leaser will provide a certificate of insurance to the Coordinator at least seven (7) days PRIOR to the date upon which the Leaser begins to use the facilities. The certificate of insurance will indicate that the Leaser has made LLCUMC an "additional insured" on the Leaser's policy with respect to the use by the Leaser of the facilities. It is strongly recommended that the liability certificate include sexual misconduct coverage and provide at least \$5,000 of medical payments.
4. The Leaser agrees to abide by and obey all laws, ordinances, and regulations promulgated by any government unit having jurisdiction in the locale of the facilities, and will not engage in any activities that are in violation of such laws, ordinances, rules and/or regulations.
5. If any of the Leaser's activities at the facilities will place children and/or youth under age 18 in the care of persons other than their own parents and/or guardians, the Leaser must comply with LLCUMC's Safe Sanctuary Policy for the prevention of child abuse. Moreover, the Leaser has read, understands, and agrees to LLCUMC's Safe Sanctuary Policy.
6. No smoking is allowed in the building.
7. No alcohol, drugs, or firearms may be brought onto the facilities.
8. The building must be left in at least as good a condition as it was before this event started. Otherwise, an additional custodial fee will be charged (see LLCUMC Facilities and Services Fee Schedule). This does not apply to weddings, as the custodial fee is included in the sanctuary rental fee.
9. LLCUMC's furniture, tables, chairs, etc. may not be moved unless agreed to by the Coordinator. No church property is to be removed from the facilities.
10. LLCUMC's electronic equipment may not be used unless otherwise agreed to (in writing) by the Coordinator.
11. The Leaser may not bring in furniture, chairs, tables, equipment, etc. into the facilities unless otherwise agreed to by the Coordinator.
12. If any belongings and/or property are left at the facilities after the event, it becomes the property of LLCUMC.
13. If the facilities are to be used for a wedding, the Leaser has read, understands, agrees to, and has signed the LLCUMC Wedding Policy.
14. If any problems, issues, and/or emergency arise during the above dates and times, the Leaser will contact the Coordinator immediately. If an emergency appears to be life threatening or warrants calling emergency personnel (i.e. ambulance, EMT, etc), the Leaser should call 911 immediately and then call the Coordinator.
15. The Leaser must be at least 21 years of age at the time the Facilities Usage Agreement is signed by the Leaser.
16. LLCUMC has the right to refuse use of the facilities at their discretion.

(Signature page to follow)

IN WITNESS WHEREOF, the undersigned parties have read, understand and agree to this Facilities Usage Agreement as of the date below:

Date: _____

Signature of LLCUMC Coordinator

Coordinator (Print)

Signature of Leaser

Leaser (Print)

NOTE: The pastor has the authority to make exceptions at his/her discretion.