

# FRESH START COMMUNITY CHURCH

309 N. Eastern Ave. Moore, OK 73160

(405) 794-7313

(405) 799-8771 (FAX)

## Wedding Policy for Members\* of FSCC

<u>Building/Room(s)</u>	<u>Fees</u>	
Facility rental**	\$550.00	_____ \$550.00
Fireside Room w/kitchen	\$50.00	_____
Family Life Center/kitchen	\$100.00	_____
FLC Sound System	\$100.00	_____
Use of linen tablecloths	\$15.00 per table	_____
	Sub-Total	_____
Deposit (due when scheduled)	\$75.00 per event	_____ \$75.00

TOTAL FEES \_\_\_\_\_

\*A person is considered a member of FSCC who is 18 years of age or older and has regularly attended FSCC for at least 6 months. FSCC reserves the right to cancel or refuse rentals if the event is contrary to the Biblically based beliefs and/or traditions of the Church of God movement.

\*\*Includes utilities, services of FSCC minister, event coordinator, sound technician, and custodian.

Event Organizer \_\_\_\_\_ Today's Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Address \_\_\_\_\_  
(street) (city, state, zip code)

Phone Number \_\_\_\_\_(home/cell)

Email Address \_\_\_\_\_

Wedding Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_\_

Rehearsal Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_\_

-----OFFICE USE ONLY-----

Secretary \_\_\_\_\_ Date of Application \_\_\_\_/\_\_\_\_/\_\_\_\_

Amount Received \$ \_\_\_\_\_ (cash/check) Check Number \_\_\_\_\_

Amount Received \$ \_\_\_\_\_ (cash/check) Check Number \_\_\_\_\_

Bookkeeper \_\_\_\_\_ Date of Deposit \_\_\_\_/\_\_\_\_/\_\_\_\_

Date of Deposit Refund \_\_\_\_/\_\_\_\_/\_\_\_\_ Amount \$ \_\_\_\_\_ FSCC Check # \_\_\_\_\_

**GUIDELINES:**

1. All rentals are subject to availability and approval by church staff. Deposit will be refunded within 10 days of the event if the facility has been left in proper order.
2. The FSCC event coordinator must be present for consultation and assistance in planning and directing your wedding. The coordinator must be present even if you use a personal wedding planner.
3. Nursery services are not available. Please stay in the designated areas as outlined by event coordinator.
4. A list of musicians and vocalist is available from the FSCC event coordinator. Contact individual musicians for a schedule of their fees.
5. Kitchenware (coffee pots, utensils, etc.) is available and must be cleaned when used. Paper products are not provided. Do not take food or drink outside of the designated area. Please bag all trash and place by kitchen door for removal.
6. Alcohol, drugs, tobacco, firearms, and fireworks are prohibited on all church property.
7. Dancing is not allowed at any function.
8. Only dripless candles will be allowed. No rice, please. Birdseed or bubbles can be used outside the buildings only.
9. Linen tablecloths are available for the cleaning fee of \$15 per cloth.
10. A church qualified technician must supervise sound equipment.
11. Saturday weddings must begin no later than 2:00 pm. All activity should be concluded in the sanctuary by 3:30 pm
12. If using the Fireside Room and Family Life Center you are responsible for all setup and teardown of tables, chairs, etc. Custodian will only do general cleaning of floors, kitchen and restrooms.
13. The church property shall be left in the same condition it is found. Furniture including stage equipment, instruments, and gym equipment cannot be moved or used without permission. All dressing areas must be cleaned up on the same day of the wedding.

Please read attached "Standard for Facilities Use" statement.

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I understand this facility is designed for worship and agree to comply with the above guidelines.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(print name)

Date \_\_\_/\_\_\_/\_\_\_