

WEDDING REQUEST to use Coventry Church of the Brethren

Request made by _____

Name of Bride: _____ Name of Groom: _____

Connection (if any) to a member of Coventry Church _____

Today's date _____ Email _____

Address _____

Home Phone _____ Cell _____

Date and time of wedding _____

Date and time of rehearsal _____

Pastor performing ceremony _____

Pastor's Church _____ Phone Number _____

Requests to use the Coventry Church of the Brethren's facilities must not be in conflict with the beliefs and practice of our Christian faith. See Attached Form

Please check off the areas & services you would like to use:

| | | |
|--|--|----------|
| | Sanctuary Use—Member <i>Fee includes Sanctuary, Wedding Coordinator, Custodial Fees, & Sound System Operator</i> | \$330.00 |
| | Sanctuary Use—Non-Member <i>Fee includes Sanctuary, Wedding Coordinator, Custodial Fees, & Sound System Operator</i> | \$430.00 |

Additional Services Available

| | | |
|----------|--|----------|
| | Organist <i>Includes Rehearsal & Ceremony</i> | \$250 |
| | Fellowship Hall Use—Member (Max capacity—180) <i>Fee includes Use of Fellowship Hall, Custodial Fees, & Special Event Coordinator</i> | \$225.00 |
| | Fellowship Hall Use—Non-Member (Max capacity—180) <i>Fee includes Use of Fellowship Hall, Custodial Fees, & Special Events Coordinator</i> | \$300.00 |
| | Fellowship Hall Sound System Operator <i>*Required if using the sound system in Fellowship Hall</i> | \$80 |
| | Kitchen <i>Caterer needs to provide food handler certification</i> | \$105 |
| X | Security Deposit <i>To be returned after the event.</i> | \$300 |

Total:

Please note that our Fellowship Hall is set up to accommodate receiving lines, hors d'oeuvres, and a meal. Light music can be played during your time downstairs, but our Fellowship Hall sound system is not set up to accommodate a DJ.

Please initial next to each of our church policies printed in the Guidelines & Policies booklet acknowledging your compliance with them:

_____ *Smoking* will not be permitted in or on any part of the facilities or church grounds.

_____ *Alcohol or Illegal Drugs*, in any form, will not be permitted at any function held on the church property.

_____ *Language* - No foul or abusive language will be permitted at any time on the church property.

Additional information or equipment needed: _____

I, _____, will review the Facility Use Guidelines and Policies at www.coventrycob.org and agree to abide by the rules and regulations set forth therein.

Signature: _____

Church policy mandates that a fee will be charged for each event. After completing this form, please return it to the church office. After the date has been approved and a Facility Use Agreement form has been mailed to you, the \$300 security deposit will be required to hold the date. Please then sign and return the Facility Use Agreement form and make your check payable to "Coventry Church of the Brethren" and return it to the office. Thank you!

Office use only

Request reviewed by _____

Date reviewed _____

Request approved _____

Follow-up by: _____

Date applicant contacted _____

How contacted _____

Fee for use: _____

Payment Rcv'd _____ Check # _____

Custodian Approval _____