

Procedures for Reserving Church Facilities

*Washington Street church of Christ
209 East Washington Street
P.O. Box 324
Fayetteville, Tennessee*

Our facilities exist to bring glory to God by serving the needs of our church family and our community, and we are happy to make our church facilities available for use. We have invested significant amounts of money in our facilities over the years, and in order to protect this investment, we have developed certain guidelines for the use and care of the facilities. By working together, we can maximize the life of the facilities so that many people can benefit for years to come.

If you're interested in using our church facilities for a private event, stop by the church office and pick-up an **Application for Reserving Building and Grounds for Private Use**. Complete this form, and return it to the church office. ***The church office is open Monday through Friday, 8:00 am – 4:00 pm.*** You may also request a reservation on-line at: <http://www.wscoc.net/building-facilities.cfm>

You will be notified if your request has been approved. The Building Use Policies and Procedures can also be found at this website.

After filing this application, contact the Facilities Manager to schedule a meeting to discuss plans for your event. During this meeting, you'll receive a list of detailed instructions for use of the facilities, and you'll be shown the locations of cleaning items you'll need after your event to properly clean the area(s) used.

Also during this meeting, the Facilities Manager will need to discuss the following types of information:

- What are the dates and times of your event?
- What building(s) will be used?
- Who will perform the set-up and/or clean-up?
- Who will open and secure the facilities before and after the event?

Certain fees may apply to your use of the facilities:

- **Basic Fee** (for non-members):
 - Fellowship Hall - \$100
 - Auditorium & Fellowship Hall - \$250
- **Sound Technician Fee:** Should you require the use of the sound system in the auditorium, a fee of \$50 will be charged. Only a church-provided sound technician may operate our sound system due to its complexity. No one other than the church-provided technician(s) may enter the sound control room. This fee will be paid directly to the sound technician.
- **Custodial fees** may also apply. This fee will be paid directly to the Facilities Manager. See **Guidelines for Using Church Facilities**.

Please be aware of a few special considerations when planning your event:

- All Saturday evening events, including cleanup, must conclude no later than 10pm, unless prior arrangements have been made with the Facilities Manager.
- Any event lasting longer than 8 hours will require prior approval of the Building and Grounds Committee.
- We will not be able to schedule any events that interfere with our congregation's worship, Bible classes, or other previously-scheduled church events.
- Our facilities shall not be used by outside groups/organizations for profit or fundraising events. Any active member requesting use of facilities as a representative of a non-profit group/organization will require the approval of the Building and Grounds Committee or the elders, if the primary purpose of the event is a fundraiser.

Should you have questions, feel free to stop by the church office or contact any of the following church representatives:

- **Church Office:** 433-2391
- **Facilities Manager:** Grant Bartelt, 625-5420
- **Building and Grounds Committee:**
 - Grant Bartelt, 625-5420
 - Stacy Johnson, 625-1690
 - Heath Mullins, 433-4869

Guidelines for Using Church Facilities

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Unless otherwise agreed to in advance by the Facilities Manager, those reserving the facilities are responsible for setup and cleanup for their event.

Custodial fees may apply to your use of the facilities:

- A **Cleaning Deposit** of \$50 is required in order to reserve the facilities.
This deposit will be refunded after your event if all guidelines below are followed.
- A **Custodial Fee** may be charged if the Facilities Manager is required to assist with set-up and/or clean-up. These fees will be paid directly to the Facilities Manager.
The following custodial fees apply:
 - Auditorium: \$100
 - Fellowship Hall: \$100

Please be aware of these general rules which apply to the use of our facilities:

- No alcoholic beverages inside any church building or on church grounds
- No smoking inside or within 50' of any entrance to any building
- Furniture should not be moved from room to room without prior approval from a member of the Building and Grounds Committee
- Rooms must be left in order, placed back in original configuration
- If tables and chairs are used, tables must be wiped clean and stored on the table racks. Please ensure they are stacked top-to-top, to prevent scratching. Chairs are to be placed back in the storage room in stacks of 8. Tables and chairs are not to be removed from the facility.
- All cleaning supplies and products should be returned to the janitor's closet
- All trash is to be bagged, tied, and taken to the trash area located at the south end of the facility on Edison Street. All indoor trash cans must be left with a clean liner.

- Lights must be turned off and doors locked after your event
- Any items or equipment not belonging to the church must be removed immediately after your event, unless prior arrangements have been made with a member of the Building and Grounds Committee
- Notify the Facilities Manager in advance if your event requires the use of the Fellowship Hall for sports (e.g. basketball, volleyball, etc.) so the proper equipment can be prepared

After your event, please report any broken or misplaced items to the church office or any member of the Building and Grounds Committee. A **Repair or Replacement Fee** may be assessed.

If a key was checked out, it should be returned to the church office or to a member of the Building and Grounds Committee by the next business day following your event. **Keys are not to be duplicated for any reason.**

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**Application For
Reserving Building and Grounds for Private Use**

Purpose for which the building(s) and grounds will be used _____

Building(s) you want to reserve _____

Date needed _____

Time of Day for your event _____

Do you require access to the facilities for preparation prior to your event?

No Yes **When?** _____

Do you require use of the audio system and technician? _____

Name of Responsible Party _____

Member

Non-Member

Address _____

Daytime Phone # _____

Evening Phone # _____

Cell Phone # _____

Anyone planning to use the building and grounds must have this application approved and must meet with the Facilities Manager prior to the event to discuss guidelines for using church facilities.

Date Application Received: _____

Approved By: _____

Wedding Guidelines

*Washington Street church of Christ
209 East Washington Street
P.O. Box 324
Fayetteville, Tennessee*

The union of a man and a woman in marriage is a wonderful and glorious event, and we are honored to be a part of your wedding ceremony. Marriage is a sacred institution ordained by God from the very beginning of time. As such, we at Washington Street church of Christ are committed to encouraging and strengthening good, healthy marriages. Our commitment brings expectations and guidelines for use of our facilities for your upcoming wedding.

Use of our facilities for weddings and receptions will be limited to current active members of Washington Street (either the bride, groom, or both). We also require the bride and groom engage in at least 4 hours of premarital Christian counseling. Our staff can provide a listing of area ministers who can provide this service to you if you desire. Note that in Tennessee, a marriage license can be obtained at a substantial financial discount if proof of counseling is provided to the County Clerk in advance. We believe premarital Christian counseling enables couples to get started on the right foot toward building life-long, Godly relationships.

What You Need To Do:

- **Reserve a Date.** Reservations for use of our facilities should be made through the church office during normal office hours. Reservations are accepted on a first-come, first-serve basis and preference is given to members.
- **Obtain** copies of **Procedures for Reserving Church Facilities and Guidelines for Using Church Facilities**
- **Complete** the **Application For Reserving Building and Grounds for Private Use** form. **Complete and sign** the **Wedding Agreement** and return it to the church office as soon as possible. Changes and adjustments can always be made at a later date.
- **Make an appointment** with the Facilities Manager (Grant Bartelt) to discuss guidelines for use of our facilities, set-up/clean-up needs, and applicable fees. Grant can be reached at the church office at 433-2391, or 625-5420.
- If required, you may pick up a key from the church office two days prior to the ceremony. Consult with the church office as to when you may open the building to begin decorating.

Guidelines for Weddings:

- The seating capacity of our auditorium is 400.
- Any movement or rearranging of furniture is the responsibility of the wedding party. All furniture must be returned to its original location. Pews cannot be moved.
- The buildings and grounds must be left in the condition they were found.
- Should you require the full use of the church sound system in the auditorium, a **Sound Technician Fee** of \$50 will be charged. Only a church-provided sound technician may operate the sound system due to its complexity. Only the church-provided technician(s) may enter the sound control room. This fee is paid directly to the Sound Technician. You are encouraged to provide your own sound system to avoid paying this additional fee. If our audio system is used with no recordings or adjustments required, no fee will be charged.
- No nails, tacks, screws, or materials that may damage the walls or pews are allowed.
- All candles should have protective material underneath sufficient to prevent damage to furniture or carpets.
- No rice, bird seed, or glitter is to be thrown inside the building or on outside steps.
- If the Fellowship Hall is used for a rehearsal dinner and/or reception, set-up and clean-up is the responsibility of the wedding party. Contact the Facilities Manager if assistance is required. For more information, see **Guidelines for Using Church Facilities**.
- The individual signing the **Wedding Agreement** agrees to be responsible for any damage done to the facilities as a result of the wedding, reception, or related activities.

Please treat our facilities with respect. These facilities exist to bring glory to God by serving the needs of our church family and our community.

Our staff would be glad to talk with you about your marriage and how we might assist you.

Pulpit Minister – Jim Black
Youth Minister – Wes Collum
Facilities Manager – Grant Bartelt
Secretary – Nancy Cox
Secretary – Peggy Mitchell

jblack@fpunet.com
wescollum@fpunet.com
gbartelt@fpunet.com
nancox@fpunet.com
pmitchell@fpunet.com

Wedding Agreement

Member: (Bride / Groom / Both)

Bride's Name: _____

Groom's Name: _____

Responsible Party: _____

Address: _____

Phone #: _____

Wedding Date: _____

Fees:

Cleaning Deposit: (\$50)

Custodial Fee, Auditorium (if applicable): \$100

Custodial Fee, Fellowship Hall (if applicable): \$100

Arrangements for Premarital Counseling:

We would like to request a listing of area ministers who can provide this service.

We will receive counseling from another minister or Christian counselor and provide a statement, with his signature, certifying that he has met with us for this purpose.

Agreement:

I have read and understand the **Guidelines for Using Church Facilities and Wedding Guidelines** and agree to be bound by these guidelines.

(Responsible Party)

(Church Representative)

(Date)