

**WEDDING GUIDELINES**  
**OAK GROVE CHURCH OF CHRIST**  
**Members Agreement**

***Reserving the Building***

\*Members of the Oak Grove Church of Christ may use the facilities free of rent charge or deposit. However a \$75.00 cleaning fee for each building used (Church and/or Life Center) will be charged to members. Payment in FULL is to be made to the church 30 days before the wedding. If payment is not made the event will be taken off the schedule.

\*The term 'member' refers to a member of the Oak Grove Church of Christ. This does not include family members of members of Oak Grove. If you are not a member of Oak Grove, you must use the non-member agreement.

\*Members wishing to reserve the church must contact the church secretary to make sure the desired date is available.

\*There is to be NO USE OF ALCOHOLIC BEVERAGES on the church grounds at any time. NO SMOKING will be observed in both the church building and the shelter house.

\*Reserving the church does not include a minister or musician.

***The PA System***

\*If the PA system is used, it must be operated by a qualified operator designated by the Board. A fee of \$75.00 for the first hour and \$25.00 for each additional hour will be paid to the church at time of reservation. PA operators may not be available, in such case, the system WILL NOT BE USED and the fee returned.

**THE WEDDING PARTIES RESPONSIBILITIES**

***The Church Building***

\*The wedding party must put all furniture that is moved back in place.

\*The piano and organ in the sanctuary are under no circumstances to be moved.

\*Please make sure your florist is available to remove their decorations as soon as possible, especially if your wedding is on Saturday, so the Sanctuary of the church can be readied for Sunday morning services.

***The Outside Lawn***

\* No rice, birdseed, etc. is to be thrown on the front porch of the church where it will become trapped in the carpeting. (Throwing of rice or birdseed should be done in the parking lot). Under no circumstances is rice or birdseed to be thrown inside any church building. This is nearly impossible to sweep out of the carpet.

\*There is to be no crepe paper or balloons placed in the shrubbery or trees. The parking lot must be cleared of garbage (i.e., paper plates, cups, shaving cream cans, etc.)

***The Shelter House or Life Center***

\*General cleaning of the Shelter House or Life Center is the responsibility of the wedding party.

\*Please make sure that all decorations are removed from the Shelter House of Life Center, garbage placed in the dumpster, tidy up the restrooms, and the Shelter House thermostat set down.

\*Please bring your own paper products (cups, plates, towels, etc.) If you take tea towels home to wash, be sure to bring them back. If church tablecloths are used they must be washed, ironed, and returned to the life center within 7 days. Tablecloths used on food or punch tables should be covered with plastic to prevent stains.

\*Due to the fact that Sunday morning worship is held in the Life Center, Saturday evenings from 7-9pm is the official practice time for the praise team and the setting up of tables and chairs. **Therefore, the Life Center is not available for Saturday evening receptions.** Saturday afternoon receptions in the Life Center must be cleaned and all decorations removed by 7:00pm.

\*Our Upward Basketball ministry takes place during January and February. The Life Center will not be available during this time and church parking may be limited during this time.

FEES:

Church	\$0.00
FLC	\$0.00
Church Cleaning Fee	\$75.00
Life Center Cleaning Fee	\$75.00
PA Fee (optional)	\$75.00 1 <sup>st</sup> hour and \$25.00 each additional hour.

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TOTAL \$ \_\_\_\_\_ (Due 30 days prior to event)

I have read and agree to the rental agreement of the Oak Grove Church of Christ. I understand that if all fees are not paid within 30 days of date reserved, I lose my right to reserve the facilities.

DATE OF RESERVATION: \_\_\_\_\_

SIGNED BY RENTAL PARTY: \_\_\_\_\_

SIGNED BY CHURCH OFFICIAL \_\_\_\_\_

DATE: \_\_\_\_\_

### **ATTENTION!**

**Please print out this agreement, sign it, and bring it to a church official for his/her signature.**

**Thank You**