

WEDDING GUIDELINES
OAK GROVE CHURCH OF CHRIST
General Public

Reserving the Building

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

*In order to reserve the church, the shelter house or the life center for a wedding, remuneration must be made as follows:

Church: \$300.00

Life Center: \$300.00

Shelter House: \$300.00

(Discounted fee for rental of 2 buildings = \$500.00)

Payment in FULL is to be made to the church secretary 30 days before the wedding. If payment is not made, the event will be taken off the schedule.

*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

*The PA system must be operated by a qualified operator designated by the Oak Grove Board. If you want to use the PA systems you must pay an additional fee. PA operators may not be available, in such case, the system WILL NOT BE USED and the fee returned.

PA FEE: \$75.00 for first hour--\$25.00 per hour after the first hour

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 or Life Center, garbage placed in the dumpster, tidy up the restrooms, and the Shelter House thermostat set down.

All users must pay a cleaning fee of \$75.00 for each building used. This fee must be paid in advanced with your reservation fees.

*You MAY NOT use any glassware or china from the Life Center. Please bring your own paper products (cups, plates, towels, etc.) You MAY NOT use any table cloths in the Life Center. These are reserved for church events.

*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.

As a final note:

Please remember that this is a House of God. Treat it with more respect that you would your own home. We pray that God will bless your marriage and hope that you will consider making Oak Grove a place for worship. If you would like to receive a contact from the church for more information please call the Church at 474-6230.

FEES:

Church	\$300.00
FLC and/or Shelter House	\$300.00 each (Discounted fee for rental of 2 buildings = \$500.00)
Church Cleaning Fee	\$75.00
Life Center Cleaning Fee	\$75.00
PA Fee (optional)	\$75.00 1 st hour and \$25.00 each additional hour.

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