

# **LCCF Church Facilities Usage Application Form For Weddings**

Phone 780-928-3783

Email: [lccfchurch@gmail.com](mailto:lccfchurch@gmail.com)

## **To the Applicant:**

The Members of the La Crete Christian Fellowship Church and its Church Board are concerned that those using their facilities will be in harmony with them in the purpose and use for which the church was erected and dedicated, that is, to the service and glory of God.

In regards to marriage and weddings, we believe that they should only occur in our church if the marriage is in harmony with Biblical principles and where partners believe in the Biblical institution, purpose, and value of marriage. Therefore, marriage shall occur in our church only when partners are of like faith and have received adequate pre-marriage counselling from a sound pastoral source and the ceremony reflects Christian values and is not in conflict with the purpose of LCCF.

Consequently, unless applicants can with a free conscience commit themselves to the use of the church in this manner it is requested they not seek to use these facilities.

On behalf of the LCCF Church Board

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The following is a copy of our Facilities & Equipment Usage Application Form.

Your event will be tentatively booked for thirty days from the date of this correspondence.

**Weddings:** If it has not already been arranged, it is requested that you meet with a pastor to arrange pre-marital counselling and to confirm an officiating minister for your wedding. If there is no response from you within thirty days of handing in this application, the booking will be cancelled.

## **Damage Deposit:**

A damage deposit of \$250.00 is required, but will be refunded if the building is left in the condition it was found. Damage deposit is due one week before the event.

## **Payment:**

The Monday prior to the event the Facility Coordinator will meet with the applicant (or designates) to collect payment and conduct a facility tour. Two cheques are required, one for the Damage Deposit and one for the rest of the charges. If for some reason the application is not approved ALL moneys will be returned.

Please return the completed form to the church office. The facilities will be reserved for you, on the dates requested, upon approval of the application

If you have any further questions regarding this form or the terms of the agreement, please feel free to contact us at the church office at 780-928-3783 or via email at [lccfchurch@gmail.com](mailto:lccfchurch@gmail.com).

Thank you,  
La Crete Christian Fellowship Church

Date of Application

**A. User Information:**

Name of Groom: Home Number: Cell Number:

E-mail:

Name of Bride: Home Number: Cell Number:

E-mail:

Name of Representative renting facility IF other than Bride or Groom:

E-mail: Home Number: Cell Number:

*\*It is the responsibility of the Representatives, that the facility is left clean and tidy.*

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**B. Wedding Details**

Officiating Minister: Phone Number:

Date of Wedding: Wedding Start Time: Number in Attendance: (estimated)

Are you having the *CEREMONY* at LCCF? Yes No

*If YES, then:* Date of Rehearsal: Rehearsal Start Time:

Are you having the *RECEPTION* at LCCF? Yes No

*The church facilities, including the kitchen, are available to you starting at 9:00 am the DAY PREVIOUS to your wedding (exceptions apply when a wedding is scheduled for a Sunday). This will allow for set up and decorating time, as well as time set aside for the wedding rehearsal.*

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**C: Facilities Required (check all that apply): \*When booking the Sanctuary, the Fireside room is included.**

Sanctuary (\$250) Coffee Area (\$200)  
Kitchen (\$250) Multi-Purpose Room (\$150)

Facilities Total (\$):

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**D. Special Equipment and Personnel Requirements (check all that apply):** *\* It must be recognized that certain personnel have to be arranged for, and these will have to be compensated for their time and efforts; namely the Sound System Operator, and Multimedia personnel. Please note that they need to be compensated for time spent at rehearsal, as well as at the event.*

Sound Operator during Ceremony - this is a requirement for anyone using the Sanctuary for their ceremony.  
(\$100).

Multimedia Personnel during ceremony - this is the person who will project congregational song lyrics or any special pictures or videos you want put up on the large screen in the sanctuary.  
(\$100).

Projector in Multipurpose Room - we will set up the projector, and it is your responsibility to provide a laptop and to run it during the reception. (No extra charge for this)

Sound System in Multipurpose Room - we will set up the equipment (microphone and speakers), and it is your responsibility to run it during the reception. Assign a sound person for the reception, and make sure they attend the rehearsal in order that a LCCF sound person can instruct them on how to operate the sound system. (No extra charge for this)

Personnel Total (\$):

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**E. Other Fees:** A damage deposit of \$250.00 is required but will be refunded if the building is left in the condition it was found. Table Clothes are available to rent for \$4.00 each. Should a tablecloth become permanently stained and ruined (for example with candle wax), the replacement fee per tablecloth is \$60.00.

Damage Deposit (\$250)	Number of
Tablecloths (\$4.00 each)	Tablecloths

Other Fees Total (\$):

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**F. Payment:** The Monday prior to the event, the church secretary will meet with the applicant to collect payment, and conduct a facility tour. *Two cheques are required, one for the Damage Deposit, and one for the rest of the charge.* If for some reason the applicant is not approved, ALL moneys will be returned.

Payment Total: *Add facilities, plus personnel, plus other*                      Total (\$):

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**G. Usage Agreement:**

1. Use of the Facility is under the supervision of the LCCF Facility Coordinator.
2. It is the user's responsibility to return the facility to its original condition. Additional costs at \$25.00/hr will be charged for abnormal cleanup. A list will be provided detailing the applicant's responsibilities and the Custodian's responsibilities.
3. Nothing is to be placed on the piano and the piano cannot be moved on the stage. A \$1200.00 tuning charge may apply if it is moved.
4. Decorations are to be free standing, i.e. no tacks, staples, tape, etc. is to be used to fasten decorations.
5. No confetti or rice is to be used in the facility or on the premise.
6. It is the responsibility of the individuals / groups using the facility that no alcohol is used on the grounds or in the building.
7. It is the responsibility of the individuals / groups using the facility that there is no smoking in the building. The individual / group are asked to cleanup cigarette butts and other litter around the entrances after the events/functions.
8. The user is responsible for any damage.
9. Use of the kitchen is under the supervision / guidelines of the LCCF Food Committee.
10. This application for facility use is not approved until handled at appropriate Board and Committee levels and duly signed by the person(s) responsible. Until that approval process is complete, the facility booking is only tentative.

I hereby agree to the above information and fees as well as the list of facility user responsibilities.

Name: \_\_\_\_\_ (Printed)      Date: \_\_\_\_\_

Signature: \_\_\_\_\_

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**For Office Use Only:**

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Sound Operator: \_\_\_\_\_

Multimedia Operator: \_\_\_\_\_

Kitchen Personnel: \_\_\_\_\_

Custodian: \_\_\_\_\_

Meeting Date Confirmed: \_\_\_\_\_

Name of person assigned by the bride and groom, for facility responsibilities or concerns:

\_\_\_\_\_ Cell Phone Number: \_\_\_\_\_