

Cornerstone Community Church

Wedding/Reception Property Use Request Form

Submission of this request form and deposit does not guarantee that the event is approved.

FEES

CCC Member in good standing	\$1,000	\$100 deposit
Non Member	\$2,000	\$500 deposit

Price includes:

- set up (no earlier than 2 days prior to event)
- evening rehearsal (up to 4 hours)
- wedding day (up to 8 hours)
- sound technician
- custodian

* Fees must be paid in full a week prior to the event day.

* The Security Deposit must be paid by check upon approval of event. The check will be returned to you un-cashed unless any of the following occur: exceeding scheduled time for event, exceeding permitted number of guests, any damage to property (internal or external, structural, fixtures, carpet, etc. including wax on carpet), any loss/theft, excessive mess resulting in need for out of the ordinary cleaning.

* Cornerstone Community Church is not liable for any equipment, decoration, rented furniture, etc. that you leave on the property, even between events.

GUEST/MEMBER INFORMATION

Full Name: _____

Address: _____

Phone: _____ cell phone: _____

Date for Rehearsal: _____ time in: _____ time out: _____

Date for Wedding/Reception: _____ time in: _____ time out: _____

Disclaimer and Signature

"I have read the Property Use Policy and agree to abide by the policy."

Signature: _____ Date: _____

WEDDING CEREMONY/RECEPTION POLICY

These policies apply for any ceremony based event such as an anniversary party or vow renewal.

RESERVING THE CHURCH

1. Speak with the pastor about your plans and to schedule pre-marital consultation sessions.
2. Read this document to determine if our facilities will meet your needs.
3. Telephone the church secretary at (847) 244-3007 or come in to the office to determine and confirm the availability of the pastor and facility for the dates of your wedding and rehearsal. This should be done at least ninety (90) days before the ceremony is to take place. It is wise to have an alternative date if your preferred date is already reserved.
4. Complete and return the Property Use Request Form to the church office at least ninety (90) days prior to your wedding date for review/approval. In unusual instances, an appeal to the Elder Board may be made, in writing, to shorten this time. By submitting the *Property Request Form* you agree to abide by the church's *Property Use Policies* and the *Wedding Policies*.
5. Upon our receipt of the completed forms and wedding reservation fee, the date will be reserved as the request is reviewed. Upon approval of your request, you will be notified. The wedding reservation fee is refundable up to 10 days before the wedding.
6. Payment of the remaining fees is due in the church office at least ten (10) business days before the wedding date.

PASTOR'S RIGHT AND OBLIGATION TO REFUSE TO MARRY

One of the pastors of the church must officiate at all weddings held in Cornerstone's building. In a case where a conflict in schedules arises and/or other circumstances arise beyond the pastor's control, the pastor will arrange for a substitute in his absence. The pastor reserves the right to refuse to marry any couple for reasons of professional ethics, serious incompatibility of the couple, or failure of the couple to agree to the guidelines established by Cornerstone Community Church. This refusal would result in the denial of property usage for the wedding.

USING ANOTHER PASTOR

The church recognizes that you may have a clergy person that has had a special influence in your life. We are happy to include that person. However, the decision to invite the guest clergy and the involvement and extent of involvement of such visiting clergy must first be cleared by the pastor of Cornerstone Community Church. A request to extend an invitation to another pastor must be made in writing giving the pastor's name, church, address and phone number. The information should be given to the pastor in the first meeting and the pastor will be the person to extend the invitation. Any honorarium (monetary gifts) given to a guest clergy is in addition to the honorarium paid to the pastor in charge.

WEDDING COORDINATOR

The church does not have a wedding coordinator on staff. Securing a wedding coordinator will be the

responsibility of the couple. The purpose of a wedding coordinator is to accurately communicate and coordinate all wedding plans with appropriate parties. You may hire a professional coordinator or use a good friend or family member. The wedding coordinator must not be part of the wedding party or have an active role in the wedding ceremony. You will need to give the name and cell phone number of this person to the church when your technical details are finalized.

WEDDING LICENSE

You must have a marriage license in order to be married in the state of Illinois. The church requires that the license be signed and delivered to the pastor prior to the ceremony (preferably at the rehearsal). There will be no wedding without a signed IL state marriage license.

THE REHEARSAL

In order to avoid last minute mistakes and confusion a rehearsal prior to the ceremony is required. A time for the rehearsal will be set at the convenience of the pastor and the bridal couple, generally it is the day before the wedding. The purpose of the rehearsal is to acquaint members of the wedding party with their respective roles in the service so that the service itself may be conducted in a relaxed but worshipful manner.

All members of the immediate wedding party must attend the rehearsal and arrive, promptly, at the scheduled time. All ushers should be present for special instructions that are given at that time. Soloists, instrumentalists and others involved in the ceremony are encouraged to attend.

DRESSING ROOMS

Facilities are available so that the bride and her party may dress at the church. A like courtesy will be extended to the groom and his attendants upon request. It is the responsibility of the bride and groom to arrange for the care and transportation of personal items belonging to the wedding party before, during and after the wedding. The church assumes no responsibility for lost or stolen items before, during and after the rehearsal and/or wedding. The dressing rooms need to be cleared out as soon as possible following the wedding.

PHOTOGRAPHY/VIDEOGRAPHY

Arrangements for a photographer and/or videographer must be made by the bridal couple. While photographs of the wedding and wedding party are important to the bridal couple and their families, the solemnity of the ceremony should not be marred. Photography and videography should be done in good taste to avoid disruption in the worshipful atmosphere of the ceremony. Flash photography or noisy mechanical cameras are not to be used during the ceremony once the bride has arrived at the front of the church. All video equipment must be in place well in advance and operated as unobtrusively as possible and without additional lighting.

Following the wedding service the wedding party may return for pictures and flash equipment may be used at that time and also during the reception. It is the responsibility of the bridal couple to review the church policies with the photographer and the videographer.

The photographer and videographer must have their own equipment.

AUDIO/VISUAL PRESENTATIONS

Any display of video/slides/Power Point using the sound booth or church equipment must be done by church personnel. Additional man power may incur additional costs.

MUSIC

It is our policy to offer unto God only music of the highest quality in the wedding ceremony, as is the case with any service of the church. It is important that the music conform to the Christian ideals of marriage and accentuates the reverence of the worship service. Your wedding ceremony and accompanying music is expected to be Christ-centered, God honoring, spiritually edifying and in good taste.

Only church personnel may use the sound equipment, therefore every wedding is required to use a sound technician and pay the appropriate fee. The church assumes no responsibility for personal musical equipment.

DECORATIONS

The church is not responsible for any decorations being placed in the church for weddings. The bridal couple is welcome to have a decorator come to the church or decorate the church themselves. However, the appointment to have decorations placed in the church must be scheduled with the custodian and must happen at a mutually convenient time, not conflicting with other church events.

The bridal couple is responsible for providing all decorations, flowers, flower containers, candelabra, candles, table linens, dishes, etc. All equipment, including rental equipment, must be removed from the church premises immediately following the ceremony and/or reception.

Additional information:

Use extreme care while installing decorations.

- The decorators must be careful not to cover air-conditioning or heating vents.
- No nails, tacks, tape, pins, screws, gum or anything that will mar woodwork or furniture may be used. Only ribbon, cloth or fabric covered twisters may be used to secure bows to chairs.
- Rice, birdseed, confetti, or any other material that might be thrown or dropped at the wedding or reception are NOT permitted inside or outside the building as it is a hazard for people walking over it and may pose potential liabilities. Only silk flower petals are permitted to be scattered. Bubbles are allowed outside.
- **Candles must be dripless.** Candles with open flames or with glass covers are permitted provided that they do not drip wax on the carpet or furniture. Candle stands are not permitted in the aisles. Non-flammable, protective material must be placed under candles on the platform and candle stands to protect carpeting. Pillar candles must be put into saucers to catch any drippings. No oil lamps are allowed. **There will be an extra charge to remove candle wax from carpets or furnishings.**
- Floral decorations are to be so arranged that there will be no necessity to anchor or fasten them to the building or furniture. In order to protect the carpet and furniture, plastic material must be placed under floral arrangements.

- Carpet and furniture must be protected from stain or drippings when potted plants or greens are used.
- Your florist may provide a cloth or disposable aisle runner. The placement and disposal of the runner is your responsibility.

WEDDING PROGRAMS/BULLETINS

Wedding programs/bulletins are to be prepared at the discretion of the couple with pastor consultation, if so desired. The church does not have the equipment to print wedding programs/bulletins. Thus, the couple is responsible for purchasing and producing the programs/bulletins for use at the wedding.

RECEPTION

The facilities of the church are available for receptions, subject to the availability of space. However, it is important to remember the following guidelines:

- Requests, approvals and fees for the reception are totally separate from the wedding requests, approval and fees.
- Food and drink are not permitted in the sanctuary without prior approval.
- Alcoholic beverages are not permitted on the church premises at any time.
- Smoking is not permitted within fifty (50) feet of the building.
- All music needs to be approved by the church. DJs are prohibited.
- Dancing – discuss your desires with the church ahead of time to be sure it is permissible.
- Portable furnishings or accessories may be brought in for decorations; however, items from around the building may not be moved without permission.
- Food service/catering will be necessary as our kitchen is not equipped to handle any cooking. By state law the kitchen is approved for warming only. Outside caterers and/or the wedding party will be expected to provide all needed food and supplies.
- It is the responsibility of the parties using the kitchen and facilities to leave them in a clean and orderly condition.
- The church is unable to be responsible for your valuables and gifts. We suggest that you designate a person to perform this task. This individual should also be responsible for removing all gifts from the church following the ceremony and taking them to a place designated by the couple.

BORROWED OR RENTAL ARTICLES

The church will accept deliveries of rental equipment during office hours and if financial arrangements have been settled by the responsible party. It is strongly recommended that a designee of the wedding party is present to inspect and inventory the equipment to ensure all items have been delivered and are in acceptable condition. The church cannot accept C.O.D. deliveries.

Arrangements must be made for the return of borrowed or rental articles immediately after the wedding and reception. Storage space is not available for rental or personal items. While every reasonable effort is made to ensure their safety, the church cannot be responsible in this regard.

TELEPHONE CALLS

Since most weddings/rehearsals/receptions are held outside regular church business hours, there likely will not be anyone available to answer phones the day/evening of your wedding/rehearsal/reception. While there is a recorded message on the church, it may be wise to make other arrangements for last-minute calls.

GENERAL INFORMATION

- Alcoholic beverages and illegal substances are prohibited anywhere on the property. Tobacco use is prohibited in the church facility or within 50 ft. of church facility. No one under the influence of alcohol or illegal substances will be allowed to participate in the ceremonies or reception.
- Take everything you brought with you and do not leave any food, containers, condiments, etc, that you brought to the kitchen. If you bring items ahead of time for your event, label them with the name of the group/event and the date of the event.
- The refrigerator will be cleaned out weekly, so remove all food items or they will be discarded.
- All refuse must be taken to the dumpsters immediately after the wedding and/or reception.
- It is the responsibility of the bride, groom and their families to inform their guests and all contracted service personnel of all policies regarding the use of church property.
- Weddings ARE NOT performed on or near major holiday weekends of Easter, Memorial Day, the Fourth of July, Labor Day, Thanksgiving, Christmas and New Year's.
- **Any damages/breakages on the premises that are related, in any way, to the wedding occurring before, during or after the rehearsal, wedding or reception will be deducted from the security deposit and/or become the joint responsibility of the bridal couple. Damage and/or breakage to any church equipment/facilities must be reimbursed at replacement value as determined by the Trustee Team.**
- The Sanctuary seats approximately 300 people.
- The church does not provide facilities or personnel for childcare during wedding/receptions.

TECHNICAL NEEDS

The planned ceremony schedule and all technical needs will need to be submitted to the church office no less than two weeks prior to the ceremony. These details will ensure that the necessary personnel will be available and that the wishes of the bridal couple will be able to be carried out.