

BUILDING USAGE POLICY

REVISED 5/5/08 2011

THE CHURCH AT SCHILLING FARMS

BUILDING USAGE POLICY

Thank you for expressing interest in the facility of The Church at Schilling Farms. We are delighted and honored at the opportunity to serve alongside of you for a memorable and great experience!

We hope for not only a quality experience at all of the events here at the CHURCH, but to lead people into a fun, positive, and memorable meeting with God through a positive and up-lifting time of fellowship.

This document has been put together by The Church at Schilling Farms (CHURCH) to provide you (USER), a clear and better understanding of the expectations, obligations, and responsibilities of each party involved.

We take this document very seriously. We say that not to be forward but only to clarify that unless discussed prior to events, we will assume that you understand all the specifications laid within this document will be met to the fullest. If there is any area outlined within this document that you will not be able to meet, please contact the church office immediately. Thank you for your understanding in advance.

Please feel free to contact us if you have any questions or concerns. We look forward to joining with you at your upcoming event!

-The Church at Schilling Farms

For Venue Rentals & Inquiries – scott@schillingfarms.org

THE CHURCH AT SCHILLING FARMS

BUILDING USAGE POLICY

*The Church campus is available for:
Weddings, Parties, Receptions, Reunions, Banquets etc.*

Rental Areas

Sanctuary

Lobby

Small Rooms

Technical Directors Information

Jerry Isaac (6townjdawg@aol.com) or
Brad Harris (bharris101@comcast.net) (SOUND & VIDEO)

For further information please contact Pastor Scott Payne –
scott@schillingfarms.org

BUILDING USAGE POLICY

Set Up & Tear Down

USER is responsible for all setup/tear down unless notified by the CHURCH. This may include, but is not limited to: tables, chairs, decorations, props, signs, etc. USER is responsible for communication in regards to arrival, setup, etc. Please make sure the CHURCH knows event schedule (start/stop times) a minimum of three days prior to event. This helps prevent scheduling complications and overlapping of events. Please understand that USER is fully responsible for any damage, destruction, or misuse of the CHURCH.

Rental Procedure

The primary purpose of the Church campus is to be a place of worship. It is impressed upon the membership, as well as any non-member group, that any use of the facilities shall be with the proper conduct and respect.

1. Contact Pastor Scott Payne (scott@schillingfarms.org) to request space and date.
2. Pick up a Building Usage Policy and checklist from the church office during office hours (M-Th 8:00 a.m. – 4 p.m.)
3. When the Building Usage Agreement is signed and returned to the CHURCH, the space will be secured on the church calendar.
4. Only one key/code shall be issued to non-Church groups using the campus.
5. Keys are not to be copied.
6. The USER is responsible for ALL set-up, unless agreement is made with the CHURCH prior to event.
7. No cloth chairs are to be used if food is involved, ever. (We don't like stains!) Please make sure you confine activities to the spaces reserved for your group whether other spaces are being used or not.

Post-Event Check List

1. When finished with tables, please clean them before returning them.
2. If chairs or tables are moved, please return them to the original room.
3. Floors should be swept and spot-mopped. Cleaning equipment is available upon request or you can bring your own.
4. If your event produces trash, please empty all trash cans into the dumpster located southwest of the building.
5. If used, please return TV's to original locations.
6. Please make sure all doors are locked.
7. Make sure all lights are off (including in the restrooms).
8. Please make sure no open food or food containers are left in rooms.
9. Return key to the church office as soon as conveniently possible.
10. Let us know how your event went! If rented space is not returned to its original set-up, USER will be contacted and expected to return to the CHURCH to finish the clean up.

BUILDING USAGE POLICY

TECHNICAL SPECIFICATIONS

AUDIO

The CHURCH'S sanctuary is equipped with a complete professional level audio system. We also have portable systems available for events. Please contact one of our Technical directors for any specific questions regarding sound.

VISUAL

The CHURCH is equipped with many different forms of visual media and projection capabilities. Our sanctuary has large projection screens suitable for presentations, movies, etc. We also have TV's with DVD players if needed. Our lobby can be equipped with TV's on stands for presentations/media. Please note that we are a Mac-based church when it comes to computers & do not have any PC's on campus.

Please have any media or presentations on a tested CD-R prior to arrival.

Please contact one of our technical directors for any specific visual questions.

LOBBY & DISPLAY SPECIFICATIONS

The lobby of the CHURCH is the most focal and vital point in the eyes of the people. It is the first thing seen when people walk in the door. It's the place where people congregate after events, and is the center location that the church is built around.

If USER has not met the following specifications, USER will be asked and expected to do what is necessary to meet them.

The CHURCH can provide tablecloths, but the USER is fully responsible for the cleaning and return of the linens to the church within 24 hours.

Please understand the following requirements for Lobby Display **on Sundays and Wednesdays:**

- If tables are used, there must be a tablecloth on every table.
- If signs are displayed, all signs **MUST** be typed and printed out. No handwritten signs will be allowed.
- Displays must be contained and tidy when not public. (ie- please pick up/ stack all papers, refresh display when needed).

*Please note that on both Sundays and Wednesdays all public areas (lobby & hallways) **must be clear of all** setup not directly related to the CHURCH ministries. This includes, but is not limited to: weddings, showers, or other large setups.*

Also note that on Sundays, the Lobby is only available from 12-4pm.

BUILDING USAGE POLICY

Usage Fees

The campus of The Church at Schilling Farms is a place of worship and fellowship. To make each event successful, it takes many different people and countless hours of hard work. We love to have events held on the campus all the time, but understand that our main church events happen on Wednesday and Sunday.

The following fees will be needed to supplement equipment costs and manpower:

*Facility usage for members: None

Clearing of sanctuary stage if requested: \$300

Audio in sanctuary w/ engineer: \$100 \$50 per additional day

Video in sanctuary w/ engineer: \$100 \$50 per additional day

Portable audio system w/ engineer: \$150 \$100 per additional day

Audio in lobby w/ engineer: \$75

Video in lobby w/ engineer: \$75

**There is a flat daily rate of \$150 for any non-church event. (Additional costs may be incurred. See above listing.)*

We ask that all usage fees be paid in full prior to event. This will help ensure coverage of building costs and individual manpower.

Please contact Pastor Scott Payne (scott@schillingfarms.org) for any and all payment or financial questions/concerns.

Please note that contact will be made prior to event for payment discussion. Individual event payments may vary with each event, but again, please contact before assumptions are made.

Please make checks payable to THE CHURCH AT SCHILLING FARMS.

BUILDING USAGE AGREEMENT

Application Date _____

Date of Event _____

Dates Needed _____

Time of Event _____

Event Contact Person

Name _____

Email _____

Mobile Phone _____

Address _____ City _____ Zip _____

Event type _____

Space needed _____

How many people are you expecting? _____

Will you need tables? _____ How many? _____

Details of event needs _____

I have read and agree to The Church at Schilling Farms Building Usage Policy.

Signature of Event Contact

(Any fees related to church expenses should be paid with this form.)

THE CHURCH AT SCHILLING FARMS

WEDDING POLICY

Your wedding is a sacred occasion. It will be most meaningful to you and your families and friends when there is careful planning. For that reason, the following statements will govern your plans for your wedding here at the CHURCH. We sincerely believe these policies to be the most suitable and practical for all concerned. There are, therefore, no exceptions to these provisions. Please read them fully.

Setting the Time and Location of Your Wedding

Careful planning is necessary for all weddings. You will want to plan as early in advance as possible so that the use of the CHURCH space can be arranged without conflict. The date of the wedding is set in consultation with the Pastor, who will clear the date with the CHURCH schedule.

It is extremely important that the exact time indicated for the rehearsals and wedding be observed, and care should be taken to have all members of the wedding party in their place at the time indicated.

Weddings may be held in the Worship Center (400 seats), and in our upstairs Student Suite (75 seats). Other rooms are available for the bride and groom's dressing rooms. You should work these arrangements out in advance with the secretary. If the bride wishes to have her wedding in a private home, she still needs to check with the Pastor.

Access to the facilities must be worked out in advance. Because the facility is not always open you will need to coordinate your access through the Pastor.

Your Wedding Music

It is most important to keep in mind that a church wedding is a service of the CHURCH, and the music should be in keeping with the reverence that is observed upon entering the House of the Lord. The bride must discuss with the Pastor the appropriateness of all music selections. Instrumentalists other than our church instrumentalists must be approved by the Pastor.

When there is a soloist, it will be the responsibility of the bride to see that the soloist contacts the instrumentalist. In order to help insure a beautiful wedding and also to maintain high musical standards, final approval of any vocalist's selections and all keyboard music played at the ceremony will be at the discretion of the Pastor of our church. It is your responsibility to clear these matters with the Pastor. The use of secular music during the wedding ceremony will be discouraged.

The Sound/Lighting/Video Technicians will be coordinated by the Pastor.

WEDDING POLICY

Fees

Unless otherwise specified, the fees are the responsibility of the bride. The figures below are recommended for your consideration and may serve as a guideline in your planning. All fees should be paid in full a week prior to the wedding.

(A) Bride, groom, or at least ONE of their parents must be members of this church.

1. Instrumentalist
 - (a) Wedding without rehearsal \$100.00
 - (b) Wedding with rehearsal \$150.00

2. Soloist
 - (a) Soloist engaged by Bride's family Honorarium
 - (b) Soloist engaged by Pastor
 - (1) Without rehearsal \$50.00
 - (2) With rehearsal \$75.00

3. Sound/Lighting/Video Technician (per person) \$100.00
Includes Rehearsal & Ceremony

4. Usage
 - (a) No charge for facility use
 - (b) To clear platform in Sanctuary \$300
 - (c) Moving and resetting Sanctuary Seating \$100
This can be done by family at no charge!
 - (d) Cleaning the facility after the event \$200
This can be done by family at no charge!

5. Decorations
The only CHURCH owned plants that can be used for the wedding are the platform plants. All other CHURCH plants must remain in their permanent location. The platform plants must be returned to their original place setting after the wedding. All CHURCH furniture must remain at its fixed location.

6. Rehearsal Dinner and Reception facility may be used only if sufficient space is available. No cloth chairs are to be used if food is involved, ever. (we don't like stains!)

7. Pastor's Honorarium- this is the responsibility of the groom.

(B) For Non-Members

Facilities are not available. The CHURCH takes very serious her responsibility to encourage and nurture the Christian marriage. We feel that membership in this church family will foster a sense of accountability within the marriage covenant. Final decisions for usage will be determined by our Pastor.

WEDDING POLICY

General Information

The Pastor may be reached at the church office (901-850-0012) Monday through Friday from 8:00 AM - 4:00 PM. The bride and groom are required to sign the enclosed reservation form agreeing that they will comply with the foregoing policies. Reservations for the building will be considered firm when the Wedding Reservation Form has been filled out, signed, and returned to the church office.

Checks for the wedding fees should be made out to the CHURCH. Soloists, other than those secured by the Pastor or other persons engaged by the wedding party, shall be compensated directly by the bride. It is then understood that the church is in no way responsible for any legal obligations that may arise from such persons.

The wedding party and all guests must refrain from the use of irreverent language, discourteous actions, or from smoking on the CHURCH campus. No alcoholic beverages are permitted on the church property at any time. No rice, birdseed, or confetti may be thrown in the church or on the CHURCH grounds.

Please remember the church is not responsible for cleaning the facilities. If the kitchen facilities are used, all equipment and items used must be cleaned. All facility use will be under the direction of the Pastor.

Dancing is discouraged in the facilities of the CHURCH.

THE CHURCH AT SCHILLING FARMS

POLICY

(PLEASE give a copy of this to your FLORIST & CATERER)

FLOWERS AND DECORATIONS

In the Worship Center of the CHURCH, there exists a setting for a sacred service, which is dignified and beautiful. A minimum of decorations is required, and this should be carefully planned. It is the responsibility of the bride's family to arrange with a florist for decorations.

Whenever candles are used, they must be of the dripless variety and must be in candelabras which will catch and contain all drippings, and the floor must be thoroughly protected. Florists will be held directly responsible for the cleaning of wax from all floor coverings and furniture if needed.

Under no conditions shall decorations be attached to the chairs or other furniture by pinning, gluing, or nailing. When facilities are used on Saturday or Sunday afternoon, all decorations, flowers, palms, and other equipment shall be removed from the church building immediately following its use. There are no facilities for storing these things.

All facilities must be left "broom clean" after removal of flowers, candles, etc. In the event that extra help is required by the church to put facilities back into their usual conditions, the cost will be the responsibility of the member hosting the wedding.

Air conditioning or heating will be turned on only at a reasonable time before any scheduled event, in any case not more than four hours in advance. Florists should note this and not bring flowers too early. Florists and their employees must refrain from the use of irreverent language, discourteous actions, or from smoking on the CHURCH campus.

CATERING

The tables and chairs provided by the church must be set-up and taken down by the wedding party. Information concerning the available number of tables and chairs will be provided by Pastor Scott Payne (scott@schillingfarms.org - 901.850.0012).

Kitchen facilities are available. The clean up of the kitchen is the responsibility of the catering company. No food should be left in the kitchen area (including the refrigerator). No cloth chairs are to be used if food is involved, ever. (we don't like stains!) Caterer is responsible for furnishing all serving equipment and supplies. No alcoholic beverages are allowed at the church site.

THE CHURCH AT SCHILLING FARMS

WEDDING RESERVATION REQUEST

Application Date _____ Requested Date of Wedding Ceremony _____

Dates Needed _____

Time of Wedding _____

Name of Bride _____ Phone _____

Present Address _____ City _____ Zip _____

Name of Groom _____ Phone _____

Present Address _____ City _____ Zip _____

New Address where you both will live after the marriage:

Street Address _____ City _____ Zip _____

Phone _____

Is either a member of the CHURCH?

Bride Yes ___ No ___

Groom Yes ___ No ___

Are either of your parents members of the CHURCH?

Bride Yes ___ No ___

Groom Yes ___ No ___

Who will be officiating the service? _____

Who will be coordinating your wedding? _____ Phone _____

Note any special set-up arrangements for the sanctuary on back.

Make any special notes about room arrangements on back.

PAYMENT SCHEDULE OF ALL FEES

<u>Fee</u>	<u>Amount</u>	<u>Date Paid</u>	<u>Initial Payment</u>
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We have read and agree to the CHURCH Wedding Policies.

Signature of Bride

Signature of Groom

(Any fees related to church expenses should be paid with this form.)

1035 WINCHESTER BLVD COLLIERVILLE, TN 38017 901.850.0012

www.schillingfarms.org