



Facility Usage Fees

Schedule of fees:

Inactive or Nonmembers

- Flat fee sanctuary wedding.....\$ 200
- Deposit.....\$ 100
- Add for Fellowship hall if board approved...\$ 100

All fee balances are to be paid two weeks in advance to avoid the possibility of reassignment of the facility and forfeiting the deposit.

Active Members or over 3 hours for flat rate- Per hour

- Custodian.....\$ 15
- Light and Sound Technician.....\$ 15
- Facility Coordinator.....\$ 15
- Key-Authorized individual.....\$ 15

Gifts to a Pastor or Organist are given directly to them.

Workers per hour remuneration schedule:

- Custodian.....\$ 10
- Sound and Light Technician\$ 10
- Facility Coordinator.....\$ 10
- Key-Authorized individual.....\$ 10

Tax laws will be observed when remunerating workers,
Workers will not receive double pay if doing multiple tasks.

WEDDING INFORMATION

FOR COUPLES PLANNING THEIR WEDDING AT CANAAN COMMUNITY CHURCH

A Christian marriage is a testimony before God and those dear to you of your desire to live and grow together and to glorify God. This information has been put together to help you to make your plans for this very special day.

Marriage Preparation Sessions

Since it is our purpose to prepare couples for marriage, as well as to perform the ceremony which unites them in marriage, we require all couples to spend time in premarital preparation sessions with our pastors to discuss many practical aspects of marriage and life together. These sessions will be arranged when you first contact the pastor. During these sessions, you will also review the wedding ceremony. If the ceremony is to be performed by other than a Canaan Church pastor, our senior pastor must approve counseling and service by another minister.

Setting a Date

You should talk to our pastor well in advance to confirm the availability of the church and his services. The date will not be held until the request is deemed acceptable to Canaan Church and a nonrefundable deposit of \$100 is made. Use of the facility cannot extend beyond 8:00pm.

NOTE: Weddings scheduled on a Saturday, should be planned in such a way, that the building will be free by 4:30 p.m. If weddings are scheduled after 4:30 p.m. on Saturday, the custodian will not have time to clean the church before Sunday morning church services. In this case, the family is expected to clean the church under the direction of the custodian.

Cost

Inactive or Nonmembers are charged a flat rate for facility usage, custodial services, light and sound technician and facility coordinator. An organist, if required, will be an extra fee. The sanctuary, narthex, dressing rooms and rest rooms will be the only parts of the building available. The nursery will not be available.

Active Members of the church will not be charged for the use of the facilities, but are responsible for, if required, the custodial fee, as well as the cost of the organist, light and sound technician and coordinator. This waiver of facilities fee is applicable if a parent of either the bride or groom is an active member or if the bride or groom themselves are active members. (*Our Church Constitution says an Active Member is a member who regularly attends the services of the Church and who gives financial support to the Church.*)

The \$100 non-refundable deposit must be made before the wedding date can be reserved on the church calendar. All fee balances are to be paid two weeks in advance to avoid the possibility of reassignment of the facility and forfeiting the deposit. Fees are to be paid directly to the Facility Coordinator. The fee amounts are set from time to time by the Governing Board and amounts can be obtained from the Facility Coordinator.

Flat rate facility usage, facility coordinator, custodial and light and sound technician fees are for a building opened to building vacated maximum time of three hours and a one hour practice. Longer times will incur additional per hour fees. Building openings in advance of the wedding for decorations, etc. may result in additional fees.

All scheduled fee checks should note “Wedding” on the memo and be made payable to Canaan Community Church. They may be given to the Facility Coordinator or mailed to:

**Canaan Community Church
3517 N. County Road
Coatesville, IN 46121**

Honorarium or gratuities for a Pastor, Organist or others involved should be handled with them directly.

How to Make Arrangements

The Bride and Groom are responsible for making the wedding arrangements. This should be done as far in advance as possible to confirm dates and to avoid disappointment.

- 1. Call the pastor to set up a date to meet.**
- 2. Return all paperwork in person or mail it, accompanied by a \$100 nonrefundable deposit.
(Remember your wedding reservations at the church cannot be guaranteed until after this is done.)**

It is your responsibility to contact and schedule the Pastor. The Facility Coordinator will assist you in contacting the custodian, organist, light and sound technician, etc., as well as going over additional facility use requirements with you.

Usage Requirements

- 1. All music should be in keeping with the dignity and nature of the wedding ceremony and is subject to the Pastor’s approval.**
- 2. Decorations should be discussed with the Facility Coordinator.**
- 3. Put back all furniture and furnishings that were moved.**
- 4. Sweep birdseed off sidewalks and other finished public areas.**
- 5. Only ceremonial food or drink used by the bride, groom or minister is allowed in the sanctuary.**
- 6. All provisions of Sections 1 through 4 of the Building Use Policy must be followed to the extent that the wedding party affects various areas of the facility.**
- 7. Please plan your activities and music as appropriate to a church setting. Kindly discuss your plans with the Coordinator before committing yourself to the elements of your wedding in the church facility.**
- 8. If you, as a member, have reserved the Fellowship Hall, you may also use the kitchen area and refrigerator. However, you must supply your own serving utensils, trash bags, towels, coffee, paper products, all food items, etc. Be sure to remove and bag all trash from containers and place the trash bags in the dumpster.**

The Facility Coordinator will work with you to make sure that everything is done and make certain that all doors are locked and the building is secured as you leave.