

OFFICE USE ONLY

Person opening _____
Person closing _____
Date Received _____
Approved _____
Not Approved _____
Fee _____

BUILDING USE FORM FOR A WEDDING

Grace Community Church

Attn: Robin Verderame
11611 Belair Road
Kingsville, MD 21087 Phone: (410) 817-9200
E-mail: Robin@gracecommunity.org Fax: (410) 817-4844

- Name of couple getting married _____
Contact info: E-mail Address _____ Phone _____
- Date & start time of Wedding _____ Number of people expected _____
Who will be the first to arrive on the wedding day? _____ Time expected _____
Bride & Groom should arrive at _____ Clean-up ends at _____
- Pastor who is conducting your pre-marital counseling and ceremony _____
- Date and start time for decorating _____ Point person for decorating _____
- Please describe your sound and microphone needs _____

✓ *We understand that we need to secure a sound person from a list of approved staff. We also understand that the sound person is paid a fee of \$50 for his/her involvement in our wedding. This \$50 is paid directly to the sound person at the rehearsal.* Sound Person _____

- Date & start time of Rehearsal _____ Number of people expected _____
- Will the Rehearsal Dinner be at Grace? _____ If so, set-up begins _____ clean-up ends _____
Number of tables needed _____ Number of chairs _____ Will you be using the kitchen? _____
- Are you requesting to have the reception at Grace? _____ If so, start time _____ End time _____
Clean-up ends _____ Number of Guests _____ Number of tables needed _____ Number of chairs _____
Will you be using the kitchen? _____
- Unless otherwise noted, the following rooms will be used on the wedding day:
For the Wedding: Sanctuary Groom and his attendants: Edwards Room
Bride and her attendants: Owen Room Rehearsal Dinner: Balcony
Other rooms needed (i.e. for the reception) _____

- Would you like to have an announcement put in the bulletin? _____ If so, please attach text.
Dates to appear _____

- Please read the following:
 - ✓ Alcohol is not permitted in the church or on church grounds.
 - ✓ We understand that we are responsible for cleaning up the building and returning it to the condition in which it was found. Grace Community will provide a Clean Up Check List for our clean-up team.
 - ✓ Grace Community understands that you may not have all the info required for this form when you initially fill it out. ***All info should be provided, though, at least one month in advance of the wedding date.*** Please keep a copy of your original form so that you know what info still needs to be supplied. Thank you.

Signature of Person Responsible: _____ Date submitted: _____

Address _____