



Congratulations!

We want to help make your special day a beautiful, memorable occasion that will be cherished.

Please read the attached Quinceanera packet. This packet is full of vital information and must be completed by initializing each page. The Quinceanera packet must be submitted to the Facility/Events Coordinator.

Your Quinceanera date will not be considered as a reservation until:

1. The Building Committee gives approval,
2. The reserve the date fee of \$100 is paid,
3. And the damage deposit of \$250 has been received.

Acceptance/approval of your application by the Building Committee may take as long as but not more than 30 days.

A facility hostess will be assigned to you to connect with Mid-Cities staff and insure that everything runs smoothly.

Carmyn Rodriguez | Facility/Events Coordinator

Mid-Cities Church
8700 State Highway 191
Midland, TX 79707
432.563.9444

Pastoral Requirements for Quinceaneras at Mid-Cities

Mid-Cities Pastors reserve the right to decide whether or not to perform or postpone their role in the Quinceanera. Mid-Cities pastors must first approve all ceremonies which are to be performed by an outside guest minister.

Policies & Procedures for Facility Use

SCHEDULING

Arrangements for Quinceaneras must be made well in advance with the church office. A minimum 30-day notice is required in order to allow sufficient time for facility and pastoral scheduling. Dates will only be confirmed for your ceremony upon receipt of the completed Quinceanera application, the receipt of the required deposit, and approval by the building committee.

PLANNING TIMES

Quinceaneras will not be scheduled from Thanksgiving through New Years. Quinceaneras also will not be scheduled on Sundays due to corporate worship. Friday evening Quinceaneras, receptions, and pictures must be completed and all decorations must be removed from the building no later than 11pm. Saturday Quinceaneras, reception and pictures must be completed and all decorations removed from the building no later than 6pm. Saturday Quinceaneras must begin no later than 2pm if the reception is held at Mid-Cities Church. Saturday Quinceaneras begin no later than 4pm if the reception is NOT at Mid-Cities. If this policy is not strictly adhered to by the Quinceanera party, the \$250 Damage Deposit Fee will be forfeited.

Staff

FACILITY HOSTESS

A facility hostess will be assigned to you upon completion of the application. She will be your contact person throughout the planning period and will know policies and procedures concerning the facility. Any questions should be handled through your facility hostess. She will unlock and lock the facility and conduct the rehearsal in the event that the pastor is unable to attend. You should schedule a personal meeting with the facility hostess a minimum of one month before your Quinceanera. The hostess will not act as a coordinator for your entire Quinceanera, but she will be able to help with ideas that will help you plan.

SOUND AND LIGHTING TECHNICIAN

Due to the complexity of our sound and lighting systems, only a Mid-Cities approved technician may be used for your rehearsal and ceremony.

MUSICIANS AND SOLOISTS

You may select your own musicians provided they are familiar with the type of equipment available. Soloists may be selected at your discretion. It is required for all musicians and soloists to attend and participate in the Quinceanera rehearsal.

CUSTODIAL STAFF

Mid-Cities custodial staff will be responsible for providing a clean facility. The building will be ready at 12pm the day prior to the Quinceanera. Any additional cleaning required due to decorating or the rehearsal will be the responsibility of the Quinceanera party.

PHOTOGRAPHER/VIDEOGRAPHER

You may select your own photographer and/or videographer. We recommend that flash photographs not be taken during the ceremony. A video may be shown before or during your ceremony by Mid-Cities video tech. You should provide a copy of the video to their hostess at least a week before the Quinceanera, and bring the original as a backup. An additional fee applies and requires 30 days notice.

General Requirements

DRESSING ROOMS

A room for the Quince to dress is located adjacent to the women's restroom in the Sanctuary foyer. Men may change in the men's restroom or come to the church already dressed. Please make sure all personal belongings are removed by 11pm Monday thru Friday and by 6pm on Saturday night. Otherwise, the Reserve Date Fee and the Damage Deposit will be forfeited.

The church will not be held responsible for personal belongings or valuables.

RECEPTION

Mid-Cities will provide 10 tables and 80 chairs if using Guest Central, The Box, or City Center for your reception. Any combination of 5ft round tables or 6ft rectangle tables may be used. Chairs are standard metal folding chairs. Any additional tables needed can be provided for \$10 per table. We recommend using a rental company for large events. No linens are provided by Mid-Cities.

If using a rental company, please make arrangements with them to pick up their items, and inform your hostess of those arrangements before the wedding day.

Absolutely no alcoholic beverages are to be served or consumed on the premises at any time. Non-alcoholic beverages serve beautifully in a champagne fountain and are a great alternative. No drugs or tobacco products of any kind are permitted in the building at any time. Failure to comply could result in cancellation of the entire event. The applicant shall be responsible for communicating this information to their attendees and/or family members.

If you would like to have music played during your reception, please make arrangements with your facility hostess in advance. When making music selections, please remember to choose music that is appropriate for a church environment. The music selection must be approved by the facility hostess.

DANCING

You may have a dance as part of your reception if you so choose. Please remember to use discretion and propriety in the selection of your music and the type of dancing that will occur. As a good rule of thumb, "if in doubt, leave it out." A sound system is available for reception in Guest Central or City Center if you would like to have a recorded soundtrack played. Additional fees will be applied. If you choose to have a reception at Mid-Cities but decide not to employ Mid-Cities sound technician, you will need to make sure that your musicians have their own sound system and equipment.

Facility Use Guidelines

- Furniture and accessories may not be moved or removed.
- Artwork and accessories must not be moved or removed from walls. Poster, banners, or other decorations may not be removed. You may want to revisit the church building prior to Quinceanera date to see if any wall posters and/or banners are up.
- Artificial trees cannot be moved or removed.
- Mid-Cities staff will do all necessary movement of furniture or instruments only. Drums will not be removed from the platform.
- No food or drinks are permitted in the sanctuary. This includes snacks for small children and “sippee cups”. Individual bottles of water with lids are permissible.
- Any violation of this policy may result in the loss of your damage deposit.
- No unattended children are allowed in any area of the church at any time. If your guests will be bringing their children, please inform them of this restriction. This will help protect you from additional stress and save them the embarrassment of having their children corrected and brought back to them by a staff member or the facility hostess.
- No childcare rooms are available for use. A changing area is available in the women’s restroom in the Sanctuary facility, and in the men’s and women’s restrooms in The Box foyer.
- Nails, tacks, staples, pins, floral clay, duct tape, masking tape, or anything that will mar will not be permitted on pews, walls, woodwork, floors, or furniture. Only high quality painter’s tape may be used to secure or conceal cords on the floor.
- Metal encased candles are preferred. If candles are used, they must be in votive or hurricane glass containers. The carpeting should be protected by plastic sheeting under all candles.

- No fresh flowers may be used on any of the aisles. Petals contain natural oils, which will stain the carpet. Silk petals or fabric clipping are recommended. It is your responsibility to inform the florist of these restrictions.
- Decorations are to be removed as soon as possible following the ceremony.
- Throwing of rice, confetti or plastic bells is not permitted. Sparklers are not permitted due to fire hazard. Birdseed or bubbles may be distributed and used outside the building only.
- Failure to comply will result in the loss of your damage deposit.

Ceremony Guidelines

QUINCEANERA PARTY

It is the responsibility of the applicant to educate the Quinceanera party about their roles and responsibilities of the Quinceanera.

You should specify who escorts whom, who will be seated by whom, at what point they are to enter, what music is to be played at what point, where special lighting is to be used, etc. A list of attendants and their names should be provided to the hostess no later than one week before the Quinceanera along with a copy of your order of service.

We recommend taking most of your photos before the ceremony begins.

CEREMONY MUSIC

Due to the complexity of our sound systems, only a Mid-Cities approved technician may play music through the system. You can submit your desired list of music for processional, recessional, or accompaniment for soloists to the sound technician to be played. Please include any special instructions on timing or length of songs. You should time the length of your selections to fit the entry and exit of not only your Quinceanera party but also honored guests. The sound technician can repeat songs but it becomes redundant after two or three times. Playlist should be in the order the songs are to be played in order to eliminate delays in the ceremony.

REQUIRED PAYMENT

Members of Mid-Cities who tithe (give 10% of their annual income to Mid-Cities) will be given full use of some facilities without a facility charge. It is our way of expressing appreciation for your commitment and faithfulness to the church.

Members shall be defined as the Quince, parent, grandparent, or guardian of the Quince.

A copy of your contribution statement will be reviewed. Those who attend or are non-tithing members will be asked to pay a facility charge based on community and national averages. Those wishing to rent the facility, who do not attend Mid-Cities, will be asked to pay the non-tithing rate.

One-half of applicable fees are due 60 days before the date of your Quinceanera. The remainder is due 30 days before your Quinceanera.

To make a payment, please fill out the Facility Rental/Wedding/Quinceanera Payment form online. We do **NOT** accept cash or check.

Quinceanera Non-Tithing Facility Fees

Sanctuary, Foyer, Guest Central, SR1, Small Kitchen, and City Center (includes Pastor, Facility Hostess, Light Tech, Sound Tech, Video Tech, and Custodian)	\$ 2,000
The Box, Box Foyer, and City Center (includes Pastor, Facility Hostess, Light Tech, Sound Tech, Video Tech, and Custodian)	\$ 1,800
Sanctuary, Foyer, SR1, Guest Central, and Small Kitchen (includes Pastor, Facility Hostess, Light Tech, Sound Tech, Video Tech, and Custodian)	\$ 1,600
City Center and Box Foyer	\$ 1,400
Guest Central, Foyer, SR1, and Small Kitchen	\$ 1,300
The Box and Box Foyer	\$ 1,300
Damage Deposit (refundable after event)	\$ 250
Reserve Date (non-refundable, may be applied to fees)	\$ 100

One-half of applicable fees are due 60 days before the date of your Quinceanera. The remainder is due 30 days before your Quinceanera.

SERVICE FEES | Additional services available

Hostess at Reception/Comida	\$ 100
Vocalist/Soloist	\$ 100/hour rehearsal and ceremony included (only if Mid-Cities Worship Team is employed)
Musician for Guitar/Keyboard	\$ 150/hour rehearsal and ceremony included (only if Mid-Cities Worship Team is employed)
Sound Tech at Reception	\$ 50/hour
Custodial	Fees will vary per room

We hope this information will help answer most of your questions about using Mid-Cities for your Quinceanera. Any additional information may be obtained through your facility hostess or the church office.

Fees Worksheet

Sanctuary, Foyer, SR1, Guest Central, Small Kitchen, and City Center	\$ _____
The Box, Box Foyer, and City Center	\$ _____
Sanctuary, Foyer, SR1, Guest Central, and Small Kitchen	\$ _____
City Center and Box Foyer	\$ _____
Guest Central, Foyer, SR1, and Small Kitchen	\$ _____
The Box and Box Foyer	\$ _____
Hostess at Reception/Comida	\$ _____
Vocalist/Soloist	\$ _____
Musician for Guitar/Keyboard	\$ _____
Sound Tech	\$ _____
Custodial	\$ _____
Damage Deposit (refundable after event)	\$ 250
Reserve Date (non-refundable, may be applied to fees)	\$ 100

Quinceanera Tithing Member Facility Fees

Some Mid-Cities standard facility fees are waived for our tithing members.

FEES

Sanctuary, Foyer, Guest Central, SR1, Small Kitchen, and City Center (includes Pastor, Facility Hostess, Light Tech, Sound Tech, Video Tech, and Custodian)	\$ 1,500
The Box, Box Foyer, and City Center (includes Pastor, Facility Hostess, Light Tech, Sound Tech, Video Tech, and Custodian)	\$ 1,400
Sanctuary, Foyer, SR1, Guest Central, and Small Kitchen (includes Pastor, Facility Hostess, Light Tech, Sound Tech, Video Tech, and Custodian)	\$ 1,300
City Center and Box Foyer	Waived
Guest Central, Foyer, SR1, and Small Kitchen	Waived
The Box and Box Foyer	Waived
Damage Deposit (refundable after event)	\$ 250
Reserve Date (non-refundable, may be applied to fees)	\$ 100

SERVICE FEES | Additional services available

Hostess at Reception/Comida	\$ 100
Vocalist/Soloist	\$ 100/hour rehearsal and ceremony included (only if Mid-Cities Worship Team is employed)
Musician for Guitar/Keyboard	\$ 150/hour rehearsal and ceremony included (only if Mid-Cities Worship Team is employed)
Sound Tech at Reception	\$ 50/hour
Custodial	Fees will vary per room

Tithing Member Worksheet

Sanctuary, Foyer, SR1, Guest Central, Small Kitchen, and City Center	\$ _____
The Box, Box Foyer, and City Center	\$ _____
Sanctuary, Foyer, SR1, Guest Central, and Small Kitchen	\$ _____
<u>Waived Fees for Tithing Members</u>	
City Center and Box Foyer	\$ _____
Guest Central, Foyer, SR1, and Small Kitchen	\$ _____
The Box and Box Foyer	\$ _____
Hostess at Reception/Comida	\$ _____
Vocalist/Soloist	\$ _____
Musician for Guitar/Keyboard	\$ _____
Sound Tech	\$ _____
Custodial	\$ _____
Damage Deposit (refundable after event)	\$ 250
Reserve Date (non-refundable, may be applied to fees)	\$ 100

Mid-Cities Quinceanera Application

Applicant Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Church Membership: _____

Today's Date: _____

REHEARSAL DATE

Every effort will be made to accommodate your first choice to schedule your Quinceanera day. Please also provide us with your 2nd choice of a potential Quinceanera date should the building not be available for your primary choice.

1st choice: Rehearsal date _____ Quinceanera date _____

2nd choice: Rehearsal date _____ Quinceanera date _____

Reception Location: _____

Presiding Pastor: _____

(The Quince is responsible for securing the Pastor of their choice to perform the Quinceanera. This responsibility is the applicant's regardless of whether or not the Pastor is a Mid-Cities Pastor or a Pastor of another church. Contacting, scheduling, and confirming availability is the sole responsibility of the Quince.)

Pastor's Church: _____

Address: _____

City: _____ State: _____ Zip: _____

FACILITIES NEEDED

Sanctuary/Foyer | capacity: 1000) _____

Guest Central/Foyer | capacity w/tables & chairs: 80 _____

The Box/Foyer | capacity w/tables & chairs: 160 _____

City Center | capacity w/tables & chairs: 240 _____

EQUIPMENT NEEDED

Chairs: Yes No If yes, number needed: _____

Tables: Yes No If yes, number needed: _____

Rental Company Name: _____

If using a rental company, explain the pick up and drop off arrangements made:

MISCELLANEOUS QUESTIONS/NEEDS

Will there be any food served at the Quinceanera? Yes No

If yes, what is the catering company being used and what arrangements have been made for pick up and drop off?

Are there any special needs or requests, not covered in this packet or application, which the hostess of Mid-Cities Church needs to know about?

Quinceanera Application Questionnaire and Agreement

Have you completed the membership class at Mid-Cities? Yes No

Do you understand that a copy of your contribution record to Mid-Cities will be reviewed?

Yes No

Will you be using a professional event coordinator? Yes No

If yes, please list the name and contact information.

Name: _____ City: _____

Name of Business: _____ Phone: _____

We have read and agree to abide by all policies stated in this application.

We further agree to pay any and all fees according to the fee schedule outlined within the policy.

We understand that submission of this application does not guarantee a date for the Quinceanera. I promise to secure it with a \$350 date reservation/damage deposit. We also understand that the acceptance/approval of this application by the Building Committee may take as long as but not more than 30 days.

Print name of Parent/Guardian

Signature of Parent/Guardian

Signature of Building/Events Coordinator

Helpful Hints

This “To Do” list will be helpful as you plan your Quinceanera

The list is specific to our facilities, and we suggest you go ahead and take the time to plug in your Quinceanera date and take note of important dates along the way.

- Turn in the completed Quinceanera packet, along with the date reservation deposit to the Mid-Cities office. We will contact you within 30 days to let you know if the building committee has approved the date and the Damage Deposit must then be paid. At that time, the Quinceanera reservation date will be placed on the church calendar.
- Contact the pastor who you would like to perform the service, ask for a meeting to discuss officiating the ceremony. Depending on the prior relationship with the Quince, the pastor might have further requirements before agreeing to perform the ceremony.
- 60 days prior to the Quinceanera date, on _____, one half of all fees are due.
- 30 days prior to the Quinceanera date, on _____, the remaining balance is due.
- Communicate with your facility hostess regarding any questions or concerns about the Quinceanera day. If you are unsure who your hostess is, or have a question regarding the best way to contact her, please email Carmyn Rodriguez at carmyn.rodriguez@midcities.org or contact her at 432.563.9444 x114.
- Provide your facility hostess with any music or slides that are going to be a part of the ceremony so she can coordinate with the sound & video technicians.
- An outline of the Quinceanera day should be provided to your Quinceanera hostess at least 2 weeks before the rehearsal.