

ROCHESTER CHRISTIAN REFORMED CHURCH
2750 ATLANTIC AVENUE
PENFIELD, NY 14526

Wedding Coordinator – Virginia Kuryla (585)381-7251 Vkuryla@aol.com
Church Office - (585)381-7861 FAX - (585)381-0513
Church Email – OFFICE@ROCHESTERCRC.ORG

REQUEST FOR USE OF BUILDING FOR WEDDINGS

Date/s _____ Time/s _____

Room/s requested (circle appropriate room/s)

Sanctuary	Fellowship Hall	Kitchen
Library	Council Room	Classroom # _____
Activity Room	Lounge	Nursery

Names of Couple _____

Contact Person _____ Phone# _____

Date Request Received by Church Office _____ By Whom _____

Council Approval _____ Date _____

_____ I have read and understand all the Rules for the Use of the Building.

Special Arrangements needed (microphone, piano, projector, tables, kitchen use etc.)

Check all that apply:

_____ Minister (\$200) _____ Wedding Hostess fee (\$200) _____ Organist (\$175/members
\$200/nonmembers) _____ Audio (\$100) _____ Sanctuary (\$250/nonmembers) _____ Fellowship Hall for
Weddings(\$150)

Fee for the room(s) & services _____ Amount and date received _____
(see Rules for Use of Building 2013 for room fees and Wedding Guidelines)

Please check one:

_____ We will set up tables and chairs, rearrange the room, if necessary, for scheduled church functions, take down tables and chairs, and leave room in pre-activity condition. We understand that expenses will be deducted from our deposit at a rate of \$20 per hour for any custodial work required to support our activity and/or return the room to pre-activity condition.

_____ We would like the church custodian to do set-up and clean-up. We understand expenses will be deducted from our deposit at a rate of \$20 per hour for each custodian required to support our activity and return the room to pre-activity condition.

By signing below, we acknowledge that use of the church building/premises is at our own risk and that we assume full responsibility for any injury to person or property that may result in connection with such use. We understand that neither the church nor its employees accepts any responsibility for such injury or damage. We will willfully abide to all items in the Rules for Use Of Building.

We have reviewed and agree to abide by the wedding use policies as stated in the document "Policies Regarding Weddings at RCRC."

Signature (contact person)

Date