

**ROUND ROCK PRESBYTERIAN CHURCH**  
 FACILITY, EQUIPMENT, OR PROPERTY USAGE FORM FOR WEDDINGS

Name of Bride \_\_\_\_\_

Name of Groom \_\_\_\_\_

Date of Wedding \_\_\_\_\_ Date of Rehearsal \_\_\_\_\_

Duration of Wedding \_\_\_\_\_ Duration of Rehearsal \_\_\_\_\_

Start time \_\_\_\_\_ Start time \_\_\_\_\_

Number of Expected Guests for Wedding \_\_\_\_\_

The couple will require the following facilities:

	Wedding	Rehearsal	#of Attendants
Sanctuary	_____	_____	Bride _____
Narthex (Gathering Area)	_____	_____	Groom _____
Library	_____	_____	Flower Girl _____
Room for Groom	_____	_____	Ring Bearer _____

The Pastor, Pianist, Wedding Coordinator, & Sound Technician will be available for both the wedding and the rehearsal. If the couple would like to have an audio/visual presentation prior to or during the service, the media needs to be given to the Sound Technician prior to the day of the wedding.

Current address of Bride  
 \_\_\_\_\_  
 \_\_\_\_\_

Current address of Groom  
 \_\_\_\_\_  
 \_\_\_\_\_

Phone \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Email \_\_\_\_\_

Parking – Parking is available in our main parking lot and in the small parking lot in front of our Christian Education Building. Please park only in designated parking spots. Unmarked/fire lanes are for loading and unloading only.

All decorations must be removed from the Sanctuary after the event and the Sanctuary must be returned to its original condition prior to the event. Flowers may be left for the worship service.

Couples will pay the following fees for services:

	Members	Non-Members
Sanctuary Building Fee	\$_____	\$_____
Pastor	250	250
Pianist	150	150
Wedding Coordinator (required)	150	150
Sound Technician (required)	50	50

Total Cost for Wedding/Rehearsal Only	_____	_____
Refundable Deposit Required	N/A	\$150

Required fees are due at the time of the signing of this contract. The check should be made out to Round Rock Presbyterian Church. A week prior to the date of the rehearsal, checks for the pastor and/or the pianist, made out to each individual, should be presented.

The refundable deposit can be paid on the day of the rehearsal. If the building and facilities are in the same order as before the event, the deposit will be refunded upon inspection. It is understood by the couple that all costs incurred to restore facilities or property to its original condition, prior to use, or to repair or replace damaged or missing equipment, will be paid by the persons signed below.

Signature below implies agreement to the terms of this usage form and the fees presented.

\_\_\_\_\_  
 Bride Date

\_\_\_\_\_  
 Groom Date

\_\_\_\_\_  
 Wedding Coordinator Date

\_\_\_\_\_  
 RRPC Approval Signature Date