

Guyton Christian Church Facility Use Request Form

To prevent scheduling conflicts, this form should be completed and returned to the church office as soon as possible.

Person requesting facility _____ Member _____ Non-Member _____
 Phone _____ Cell _____ Email _____
 Address _____

Type of Event (Wedding, Funeral, Shower, Birthday Party, etc.) _____
 Facilities used for event (circle all that apply): Sanctuary – Christian Center – Depot
 Date _____ Time _____

Facilities used for rehearsal (circle all that apply): Sanctuary – Christian Center – Depot
 Date _____ Time _____

Bride _____
 Groom _____
 Caterer/Person responsible for food _____ Phone _____
 Photographer _____ Videographer _____
 Minister Officiating _____ Wedding Director _____

Will you need to decorate the building in advance? _____
 (Decorating can only be done 24 hours in advance)

I understand this building is designed for Christian usage and agree that neither the Church, nor its trustees, representatives, employees, and agents may be held liable in any way for an occurrence in connection with the event which may result in injury, harm, or other damages to the undersigned or members of our organization and guests, invited or not. Rather, I agree that I or our Organization alone shall be responsible for any property damage, personal injury or death that may occur during our use of the premises. I have a copy of the Facility Fees and Guidelines and I pledge to abide by these rules.

Signed _____ Date _____

Charges and Payments History

(record kept by church secretary)

CHARGES	DATE RECEIVED
Sanctuary Facility Fee \$	
Christian Center Facility Fee \$	
Depot Facility Fee \$	
Senior Pastor \$	
Pianist/Organist \$	
Sound/Light Technician \$	
Wedding Director/Church Liaison \$	
Sanctuary Cleaning Fee \$	
Christian Center Cleaning Fee \$	
Depot Cleaning Fee \$	

Policies and Information

1. Dates for weddings, rehearsals, receptions and all special events must be scheduled on the church calendar. Please contact our church office at 912-772-3478 and speak to church secretary.
2. All events must be scheduled at times that will not conflict with regular church services/activities and will allow time for the installation and removal of decorations.
3. The Senior Pastor is responsible for all weddings held on church property. All arrangements (including using another officiating pastor) pertaining to The Worship Service of Marriage shall be made in full consultation and approval with the Pastor. Pre-marriage counseling is required with the Senior Pastor of Guyton Christian Church (GCC) or the officiating pastor. Please contact him at least three months prior to the wedding date. Our Senior Pastor must be notified of this special event and approve it as a Christian-based event. The traditional ceremony will be used unless other arrangements are made with the Pastor.
4. GCC is not responsible for lost or stolen property. Any lost or broken items belonging to the church must be replaced.
5. There will be NO SMOKING/VAPING/TOBACCO USE of any kind inside the church buildings or on church property (including recreational and parking areas).
6. NO ALCOHOLIC BEVERAGES will be permitted on church property. No wedding or rehearsal will be conducted if any member of the wedding party is under the influence of alcoholic beverages.
7. The throwing of rice, bird seed, glitter, confetti, or real flower petals will not be allowed inside or outside of the church. An alternative would be blowing of bubbles on the outside, and the use of silk flower petals on the inside. Absolutely NO fireworks will be permitted, including sparklers.
8. Modest dress is encouraged on church property and required in church sanctuary.
9. Marriage in GCC is defined by the WORD of God as a covenant union between one man and one woman. No other type of wedding will be performed by anyone on church property.
10. No event of any nature shall be held on church property that conflicts with the tenents of GCC.
11. GCC worship committee will approve or deny the use of church property as it deems appropriate.
12. The decision by the GCC worship committee regarding the Facility Use Application may be appealed by the applicant or a member of GCC to the General Board. The decision of the General Board will be final.
13. Only service animals specifically trained to aid a person with a disability are allowed inside church buildings.

Florist and Decorator Requirements

1. In order to avoid confusion, florists and decorators must contact the wedding director to schedule times for set-up and preparation for the wedding.
2. Plastic material must be placed under all flower arrangements, candles and/or candelabras in order to protect the carpet and furniture. Dripless candles only, please.
3. No nails, tacks, staples, pins, adhesives, or anything that will mark woodwork or furniture may be used. Pew ribbons should be on a clamp, not taped to the pews.
4. The individual or family that schedules a wedding or other event will be held liable for all damages to carpet, furniture, or buildings.
5. The piano and organ in the sanctuary are considered permanent parts of the platform area and should not be moved. The podium and communion table in the sanctuary may be moved by a church member. Pianos in the Christian Center or Depot may be moved by a church member. Any other furniture, such as chairs, plants, etc. will be your responsibility to move. Please make sure there is someone to return the items to their proper places.
6. All items used to decorate for your event must be removed from the church facilities within three hours after the end of your event, but no later than 10:00 p.m. This must be done in order for the custodian to clean before the next event. Items should not be stored on church property for later pick-up.

7. When the church is decorated for a SPECIAL SEASON, SUCH AS CHRISTMAS, EASTER, OR THE YARD FOR HALLOWEEN, ETC., THE DECORATIONS WILL REMAIN INPLACE FOR YOUR WEDDING. PLEASE COORDINATE YOUR FLOWERS WITH THE DECORATIONS IN THE CHURCH.

Music

1. Any music at weddings/events must be approved by the Music Director or Senior Pastor of the church. If you are not using the church organist/pianist, your selections of music must be chosen in consultation with the music director of GCC.
2. If the sound system is required in any building, arrangements should be made with the GCC sound technician. Under no circumstances should the sound system be moved or disconnected.

Photography and Videography

1. Photographers/Videographers must be reminded that they should not distract from the Worship Service of Marriage in the practice of their profession.
2. Photographs made during the Worship Service with flash bulbs or electronic flash will be prohibited by photographers and guests. ***Please advise family and friends of this guideline.***
3. Photographers/Videographers must not stand on the pews while taking photos or videos.

Wedding Director

1. Weddings which are held at GCC will require the services of an approved Wedding Director. The Wedding Director will serve as your contact person in regards to every aspect of planning your rehearsal, wedding and reception. The church does not have a Wedding Director on staff; however, suggestions can be made. **NOTE: A member or representative from GCC Worship Committee must be in attendance at all weddings and onsite rehearsals.**

Caterer

1. The kitchen and any other facilities the caterer uses must be left clean and neat. The tables and chairs in Christian Center/Depot must be returned to their original setting. All dishes, pots, and pans, etc. must be washed and stored in their proper place. Counters are wiped and the kitchen left as clean as you found it. The cleaning fee includes maintenance of floors in the Christian Center and kitchen, as well as other facilities. All trash cans must be emptied in the dumpster behind the kitchen.
2. Any towels/linens used from the kitchen area must be laundered and returned to the church as soon as possible.

Funerals

The Senior Pastor is responsible for all funerals held on church property. All arrangements (including using another officiating pastor or individual) shall be made in full consultation and with approval of the Pastor. NO FACILITY OR CLEANING FEES APPLY FOR FUNERALS.