



## Special Event Building Use Form

**Definition of Special Event** - Any event other than our regularly scheduled services. (Examples: Weddings, Funerals, Showers, Mother/Daughter events, Banquets, Men's and Women's Breakfasts, etc.).

**Instructions:** Please fill in the blanks and check all of the applicable areas of need. This form is not a guarantee that you will be able to utilize all resources requested. If specific needs are not listed below, add them to comment section for consideration. Please submit this form at least one month in advance of event.

Date of Request \_\_\_\_\_  
Name of Event \_\_\_\_\_  
Contact Person Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_  
Address \_\_\_\_\_  
Date of Event \_\_\_\_\_ Starting Time \_\_\_\_\_ Ending Time \_\_\_\_\_  
Set up/decoration - Date \_\_\_\_\_ Time \_\_\_\_\_  
Number of people expected to attend \_\_\_\_\_

### **Rooms needed**

\_\_\_ Nursery \_\_\_ Sanctuary \_\_\_ Youth Room \_\_\_ Children's Area

### **Room Set-Up**

\_\_\_ Sign in table \_\_\_ Basket \_\_\_ Unity/sand table \_\_\_ Gift table

### **Food**

What is to be served \_\_\_\_\_  
Style of serving \_\_\_\_\_  
Who will prepare \_\_\_\_\_  
Who will serve \_\_\_\_\_  
Tablecloths you will need to order, pickup and return

### **Audio/Visual Information**

Sound Technician \_\_\_\_\_  
\*Sanctuary sounds system usage requires one of our official sound technicians for operation, (no exceptions).  
Sanctuary Power Point Projection needed \_\_\_\_\_ Media Technician

**Music to be played:** \_\_\_ bride march \_\_\_ other \_\_\_ bride furnished -need prior to rehearsal

### **Equipment**

\_\_\_ Microphones \_\_\_ Coffee pots \_\_\_ Roasters \_\_\_ Water Pitchers  
\_\_\_ Music stands \_\_\_ Punch Bowls \_\_\_ Trays \_\_\_ Pedestal Bowls

### **Special Needs**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Purpose

The purpose of this policy is to summarize the guidelines established regarding the usage of its facilities, including the nature of permitted use, the manner in which usage may be requested and authorized, and the responsibilities assumed by its users.

## Policy For Building Use

Destiny Foursquare welcomes the use of its facilities by members and non-members whose objectives are deemed by the Church to be fitting. Business events will be considered on an individual basis at the discretion of church leadership and only those events fitting for the mission of the church will be considered. Non-member personal events must be approved on an individual, case-by-case basis, by the church staff/council as outlined in this policy. The primary use of the building and all its facilities shall be for regular and special worship services and related activities. This shall take precedence over all other building uses. There will be no charge for funeral/memorial services or if a meal is scheduled following the service.

## Scheduling

Congregational events have scheduling priority. All events shall be scheduled through the church office to avoid conflicts. Events scheduled for Saturday night must be done **by 9 p.m.** to allow time for arranging the church for Sunday services.

## User Responsibilities

The ultimate responsibility for the protection and maintenance of this congregation's facilities during use rests with the individual leaders of the various groups using the facilities. However, because of varying levels of familiarities with the operations of the facilities, the following responsibilities are attached:

1. When the use of the facility is by a member of Destiny, the Destiny organization or group leader is considered to be responsible for ensuring proper cleanup, building security, etc., during and at the conclusion of each use.
2. When the use of the facility is by a non-member of Destiny, the Event Coordinator will be present during the building usage.

## Application for Use

An "Application for Building Use" Form shall be completed for events. The Church staff, Church Council, or Event Coordinator have authority to disapprove any application for use.

## Fees

There is a charge for use of the church as well as an additional, but refundable, damage deposit that must accompany all non-congregational events after the acceptance of a request. Deposits will be returned after the event, provided that the facilities are left in a condition equal to or better than that in which they were found. Damage deposits will **not** be returned in the event custodians require extra time and effort when returning the building to normal use as a result of these events.

## Conditions of Use

All groups using the building will be bound by the following conditions:

1. Building use is limited to the area(s) requested and restrooms.
2. Groups are liable for damage resulting from the use of congregational property or equipment.
3. Adult supervision will be provided for all events.
4. **The use of alcoholic beverages and illegal drugs is strictly prohibited. Smoking is prohibited in the church buildings and bathrooms, but is permitted in the parking lots.**

5. At no time shall any of the properties of Destiny Foursquare be used for illegal purposes or purposes unbefitting a place of Christian worship. If questions arise in making this determination, the pastors of Destiny shall be consulted in deciding questions of appropriate usage.
6. All rooms shall be left in the same condition in which they were found. The using group shall **assist** in returning all furniture, including utility tables and chairs, to their original location, and place all bagged trash in the parking lot dumpster.
7. No unsupervised use of the nursery is permitted. If the nursery is used, an adult (*18 years or older*) must be present at all times. Children are **not** to be left unattended.
8. Children and youth may not use the building and grounds unless they have adult supervision. Any group bringing children must provide adequate child-care for their safety.
9. Please limit decorations to tabletops. Tacks, scotch tape, glue, or like products, **may not** be used on the walls or ceiling.
10. All items you are supplying for the reception must be delivered/removed during the times specified for your event, due to our limited storage space. We are not responsible for loss or damage to any of these items.
11. No damage may be done to the greenery, silk flowers, and pictures. They **may not** be moved or removed except by the event coordinators or church staff.
12. Only identified trained persons may operate the sound and media equipment. If you require the use of audio equipment an operator will be provided.
13. Baskets are not furnished by the church. Please do not remove items from church baskets for event use.

**FEE SCHEDULE**

**Payment is due prior to event**

- Deposit: \$100.00 (refundable if no damage)
- Church sanctuary: \$200.00 (members of Destiny ½ price)
- Youth room: \$25.00
- Nursery: \$25.00
- Children’s room: \$50.00
- Children’s room deposit: \$50.00 (If only room used for event)

|  |               |
|--|---------------|
| <p><b>SIGNER BELOW HAS READ &amp; AGREES TO THE FOLLOWING STATEMENT:</b><br/>         “I understand that, as God has blessed Destiny with this facility, accompanied by the responsibility of its maintenance and care, it is my responsibility to treat the building with appropriate respect and to return the facility to the condition equal to or better than that in which they were found.”</p> |               |
| <p>*<b>SIGNATURE</b> of Requester and Responsible Party:</p>   | <p>*Date:</p> |

# *Wedding/Event Policies & Procedures*

1. Sanctuary is suitable for up to 257 guests. (RC code). Center aisle allowed, side chairs next to ramp cannot be moved
2. When tables are used for meals in a sit down style reception seating depends on table arrangement/number of guests. Consider the children's room for reception( Seats 75 comfortably).
3. When hosting a cake and punch reception using only setup tables, seating depends on table arrangement/number of guests.
4. Please limit decorations to tabletops. Tacks, scotch tape, glue, or like items, **may not** be used on the walls or ceiling.
5. For reasons of safety, packets of rice, birdseed, flower petals, confetti, **may not** be distributed to guests. Tiny bubble bottles are permitted outside, to be handed out as guests are leaving.
6. No damage may be done to the greenery and silk flowers. They **may not** be moved or removed, except by the Event coordinator.
7. No candles are permitted in the Sanctuary except on candelabras. No candles are allowed in the aisles because of fire hazard. Only drip free candles are allowed. Unity candles are allowed.
8. You are responsible for any rentals beyond that which the church owns. Any floral stand or other items rented for your wedding must be delivered and picked up within the time set aside for your wedding and reception. We do not have the space to store items not belonging to us.
9. No alcoholic beverages or drugs of any type are allowed on the church premises at any time.
10. Smoking is prohibited in the church buildings and bathrooms, but is permitted in the parking lots.
11. The church cannot be responsible for anything lost, stolen or damaged. Please do not leave clothes and personal items at the church prior to/after the wedding.
12. If you wish to leave flowers for the church to use please let the Event Coordinator know.
13. Table cloths may be rented from Servall using Destiny's account. Please let Event Coordinator know if and how many cloths you will be renting. Cost of rentals will be billed and paid prior to event.
14. The church will provide the following services and equipment:
  - Room Setup
  - Coffee Dispensers
  - Tables/Chairs
  - Water Pitchers
  - Clean Up

## **FOOD**

1. You are welcome to have a sit-down meal and cake reception allowing for the room size constraints for accommodations.
2. The host or bride and groom is responsible for providing the following:
  - A decorating team
  - All tableware (plates, napkins, cups, tablecloths and plastic utensils)
  - Centerpieces (flowers, candies, balloons, etc.) and decorations
  - Cake and punch (non-alcoholic), nuts, mints, ice, etc.
3. All food items must be prepared off-site (i.e., catering or personal preparation)
4. Allowable foods: Finger foods, sandwiches, fresh fruits/vegetables, salads, pizza. Foods to be served must be approved by the event coordinator.

Thank you!! Questions please call Deb Whitehead 605 391-2478

Note: Please be prompt in your anticipated departure time as the church may be scheduled for another activity.