WEDDING RENTAL RULES AND RESPONSIBILITIES
OTTAWA REFORMED CHURCH

I. THE RULES

A. **THE PURPOSE OF THE RENTAL** shall not be (or deemed to be) contrary to or in conflict with the "ORC Statement of Beliefs." Any purpose that may appear contradictory must be approved in advance by the ORC Board of Elders.

B. **WE RESERVE THE USE OF OUR SANCTUARY/FELLOWSHIP HALL** for weddings of Ottawa Reformed Church members and their children. However, we are open to considering exceptions, which need the Executive Council's approval. Please allow 60 days for approval.

C. **THE MAN AND WOMAN SEEKING TO BE MARRIED** are to belong to a Bible-believing church (2 Corinthians 6:14). Any exceptions to this policy require the Elders' approval before final permission is granted to use the sanctuary. Please allow 60 days for approval.

D. **ANY OFFICIATING PASTOR** not currently serving at Ottawa Reformed Church requires the Elders' approval. Please allow 60 days for approval.

E. **PRE-MARITAL COUNSELING** is a requirement and must be worked out with the approved pastor.

F. **RENTAL OF THE CHURCH SANCTUARY/FELLOWSHIP HALL** for a wedding event assures the party of exclusive use of the Fellowship Hall, sanctuary, lobby, main level restrooms, Youth Room for light lunch, and the restrooms & classrooms in the lower level for getting ready. The rental also includes the use of the sanctuary for the rehearsal.

G. **THE OFFICE STAFF WILL PROGRAM ENTRY TO THE CHURCH** to allow your group entry before your rental time & will be locked 60 minutes after your rental time to allow for cleanup. If you need additional time, please contact the church office with your request one month before your rental date.

H. **SANCTUARY/FELLOWSHIP HALL RENTALS INCLUDE** the payment of the Sound Technician.

I. **MUSIC & ENTERTAINMENT** must be in keeping with a Christian ceremony and reception.

J. **NO FOOD OR BEVERAGES** are allowed in the sanctuary (except bottled water).

K. **ONLY BUBBLES** may be used as the couple leaves the church.

L. **SATURDAY WEDDINGS** are expected to be completed (with the church building vacated) by 6:00 PM.

M. **THE ORGAN AND DRUMS** may not be moved from its place in the sanctuary.

N. **THE PIANO** may not be moved off the stage or moved to a different location on the stage.

O. **THE SOUND, LIGHTING, AND VIDEO EQUIPMENT** (in both the Fellowship Hall, sanctuary and GRACE Center) is to be operated only by a member of ORC's technical team.

P. **ANY ADDITIONAL INSTRUMENTS** (drums, keyboard cables, etc.) belonging to the church may not be used without prior approval.

Q. **THE USE OF CANDLES** is permitted only on the platform, in a candle stand with plastic underneath. All candles must be drip-less and used in accordance with State and local laws.

R. **NO LIVE TREES** will be allowed in the building due to Township Fire Codes.

S. **ALL ARTIFICIAL PLANTS AND ARRANGEMENTS** in the church must remain there and cannot be altered with lights or the like.

T. **NO SMOKING (TOBACCO OR MARIJUANA), VAPING, OR ALCOHOLIC BEVERAGES** are allowed on church property.

FAILURE TO COMPLY WITH THESE RULES WILL VOID THE RENTAL AGREEMENT AND RESULT IN A POSSIBLE PENALTY

II. THE RESPONSIBILITIES

A. **DESIGNATE** a contact person to work with our custodian (Dan Hughes 616.928.7994) to coordinate the wedding details at least two weeks before the wedding date.

B. **FIND YOUR OWN** sound technician and video camera operator**.** Only Ottawa technicians are allowed (a list of available persons can be supplied).

C. **REMOVE** all flowers, candles, props, etc., from the sanctuary/Fellowship Hall and any areas used immediately following the event. The church does not accept responsibility for any articles left in the church after the event.

D. **CONTACT OUR CUSTODIAN,** Dan Hughes (616.928.7994), with any building emergency during the rental. For all other emergencies, please call 911.

Contact: Church Office
Phone: 616.512.9251
office@ottawareformed.org
office hrs: Mon-Thu, 9AM-3PM

Ottawa Reformed Church Wedding Contract Form

REQUESTING PARTY: ☐ **MEMBER** ☐ **NON-MEMBER**

NAME: _____

ADDRESS: _____

PHONE NUMBER: _____ **EMAIL ADDRESS**: _____

WEDDING DATE: _____ **WEDDING TIME**: _____

REHEARSAL DATE: _____ **REHEARSAL TIME**: _____

NAME OF GROOM: _____

Member of _____ Church

NAME OF BRIDE: _____

Member of _____ Church

OFFICIATING MINISTER: _____

Pastor of _____ Church

Pre-marital Counseling Provided by: _____

Contact Info: _____

FACILITY/FEE

SANCTUARY

- ☐ Member $350 (Includes $100 fee for the Sound Technician)
- ☐ Non-Member $600 (No Saturday Rentals) (Includes $100 fee for the Sound Technician)
- ☐ Begin at 4:00 PM or later on a Saturday, $150
- ☐ Video Camera Operator $75 (Note: This is not production quality)
- ☐ Sound Technician (You are responsible for scheduling an ORC Sound Technician – contact the church office for a list of ORC Sound Technicians)

FELLOWSHIP HALL

- ☐ Member $200 (Includes $100 fee for the Sound Technician)
- ☐ Non-Member $400 (No Saturday Rentals) (Includes $100 fee for the Sound Technician)
- ☐ Begin at 4:00 PM or later on a Saturday, $150
- ☐ Video Camera Operator $75 (Note: This is not production quality)
- ☐ Sound Technician (You are responsible for scheduling an ORC Sound Technician. Ask the office for a list of approved ORC Sound Technicians)

GRACE CENTER RECEPTION

- ☐ Member $400 (Includes $100 fee for the Sound Technician)
- ☐ Non-Member $800 (Includes $100 fee for the Sound Technician)
- ☐ Sound System (You are responsible for scheduling an ORC Sound Technician. Ask the office for a list of approved ORC Sound Technicians)
- ☐ Projector and Screen $50
- ☐ Early Setup $50 (For Prior Day Access)

FELLOWSHIP HALL CENTER RECEPTION

- ☐ Member $200 (Includes $100 fee for the Sound Technician)
- ☐ Non-Member $400 (Includes $100 fee for the Sound Technician)
- ☐ Sound System (You are responsible for scheduling an ORC Sound Technician. Ask the office for a list of approved ORC Sound Technicians)
- ☐ Projector and Screen $50
- ☐ Early Setup $50 (For Prior Day Access)

REHEARSAL DINNER (Must be reserved no less than a month in advance)

- ☐ Fellowship Hall
- ☐ GRACE Center $100
- ☐ Youth Room $75

PLEASE NOTE: Ottawa Reformed encourages the use of its facilities for the God-ordained, sacred institution of Marriage. If a couple cannot come up with the needed funds, the Deacons may be contacted for assistance.

YOUR SIGNATURE signifies you have read the Rules and Responsibilities and agree to abide by all Ottawa Reformed Church Rules and Responsibilities for the use of the facilities that you have requested.

YOUR RESERVATION is secured with a $100.00 deposit and this signed form. A copy will be made and returned to you for confirmation by the church office.

Date:

(Please sign above)

MAKE CHECKS PAYABLE TO Ottawa Reformed Church 11390 Stanton Street, West Olive, MI 49460

FULL PAYMENT IS DUE 30 days before the wedding, and you must meet with our church custodian, Dan Hughes (616.928.7994), about set up, decorating, and details to assure your day goes as you want it to. Any questions or concerns should always be addressed with the custodian or the church office.

FOR OFFICE USE ONLY:

Deposit check received:
Date: _____ Check #_____ Amount $_____
By:

Final payment received:
Date: _____Check#_____Amount_____
By: _____

Authorized by: _____ Date: _____

(Approved by Council) Date: _____