

WEDDINGS AT KELLOGGSVILLE CHURCH

Keep for your records

Thank you for considering Kelloggsville Church for your upcoming wedding. We hope that you will find this information helpful in determining if this is the right church for your wedding ceremony.

Weddings are considered a ministry of Kelloggsville Church. The guidelines written here are designed to make the day special and beautiful while maintaining the dignity of the church, its property and personnel.

Weddings are provided for both members and non-members of Kelloggsville Church. Member rates are available only to members or children of members in good standing for more than one year at the time the wedding is booked. A member in good standing is someone who:

- a. Worships at least 2 times per month with the Kelloggsville Congregation
- b. Participates regularly in the life in ministries of Kelloggsville Church
- c. Financially supports the ministry of Kelloggsville Church

WHAT TO DO:

1. Review this information and then contact the Kelloggsville Church office to check on dates available on the calendar.
2. Secure the services and confirm the dates with an officiating minister. If you wish to use one of our pastors, confirmation is necessary before any further steps are taken.*
3. Fill out and turn in this wedding application.
4. After the application is turned in and the availability has been confirmed with all parties, a deposit** is necessary to hold the date. Wedding dates are guaranteed once a signed contract is received by the church with a deposit attached. The balance of the wedding fees must be paid one month before the wedding.
5. Once the date is confirmed, the wedding coordinator (optional but recommended for members; required for non-members) will make contact with you for further steps.

* If you are using an officiate/pastor other than those from Kelloggsville Church, you must submit that information for church council/pastor approval.

** \$100 deposit for members; \$250 deposit for non-members.

GUIDELINES AND TERMS OF USE FOR BUILDING

- Members of Kelloggsville Church have the first right to wedding dates, but a confirmed date up to 12 months in advance is guaranteed for a non-member.
- All deposits are non-refundable after the date is confirmed.
- Wedding dates must coordinate with the church calendar. Weddings are not conducted on Sundays, during Holy Week or after the first weekend of December. Holiday weekends will be considered if the date can be confirmed with officiate, custodian, sound technical operator, and wedding coordinator.
- Only one wedding can be scheduled on a given day.
- Wedding rehearsals are scheduled for a maximum of 90 minutes. Additional time for building use will be billed at \$50.00/hour. To avoid additional fees, please instruct the wedding party to arrive on time.

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GUIDELINES AND TERMS OF USE FOR BUILDING, cont.

- The church is available for a total of five (5) hours before, during, and following the wedding ceremony. Additional time for building use will be billed at \$50.00/hr. Saturday weddings may not begin after 3:30 pm and you must be out of the church by 5:00 pm.
- Only pre-approved rooms are to be used. Use of any other room could result in the forfeiture of all or a portion of your security deposit. The following are approved:
 - The upstairs and downstairs restrooms.
 - The Worship Center (where the rehearsal and wedding take place)
 - Any downstairs classroom, with the exception of the Children's Worship Rooms and 2's & 3's Room. Groomsmen typically use Room 6 (use Stairway A); Bridesmaids typically use Room 4 (use either stairway at the back of the Worship Center).
 - The FLC Kitchen or Downstairs kitchen may be used to refrigerate food items and flowers, and serve any food you've brought for the wedding party. Please bring in all your own dishes, utensils, drinks, etc., and leave the kitchens clean and picked up. The use of the stoves and burners is strictly prohibited.
 - The Family Life Center is off limits unless you have reserved it separately for a rehearsal dinner and/or reception, filled out the appropriate paperwork, and paid the required fees. The Nursery is also off limits unless you have paid an additional fee.
- Arrangements must be made for the removal of all flowers and decorations immediately following the wedding service.
- Kelloggsville Church is a smoke free environment. The use of alcohol in the church and on its surrounding property is prohibited and will be considered grounds for refusal to conduct the wedding at the discretion of the officiating minister.
- The church has a limited number of wedding decorations that are available without cost. Arrangements must be made in advance with the wedding coordinator.
- No live candles, except platform candelabra, are allowed by city fire regulations. Candle lighters must be used, and plastic sheets must be placed under candelabras. The wedding party or florist shall remove decorations.
- No rice, confetti, birdseed, or rose petals may be thrown on the premises.
- The reserving group shall be responsible for all damage or loss of church property during the time of building use. Report any damage to the church administrative assistant (leave a note outside the church office, or slide it under the church office door, if the office door is locked).
- The reserving group shall save and hold harmless the church from any and all liabilities and responsibilities that arise while the group is on the premises (loss, theft, injury, etc.).
- We expect that guests and wedding party will treat our historical building with respect. Please **DO NOT MOVE ANY OF OUR FURNISHINGS OR MUSICAL INSTRUMENTS** without the permission of the wedding coordinator or custodian on duty.



610 52nd St. SE - Kentwood, MI 49548

Phone: 616-534-0085 - Email: info@krc.org - Website: www.krc.org

Kelloggsville Church Building Use Agreement for Wedding Application Form p. 1

Groom's Name: _____ Phone: _____

Groom's Address: _____

Groom's Email: _____

Bride's Name: _____ Phone: _____

Bride's Address: _____

Bride's Email: _____

Rehearsal Date: _____ Time: _____

Wedding Date: _____ Time: _____

Officiating Pastor: _____

Pastor's Church: _____

(If you wish to have a pastor other than one of Kelloggsville Church's pastors, it will be subject to approval of this application.)

Will Officiating Pastor have counseling sessions with you? _____

If not, who will? _____

Estimated # of Guests: _____

By signing this application, you agree to follow this church's wedding policies as outlined on the previous pages of this document. Further, you agree that you desire to have a Christian wedding ceremony and marriage. You may not have any words, music, or actions that would go against the teachings of the Bible in your ceremony.

Groom: _____ Date: _____

Bride: _____ Date: _____

-----For Office Use Only -----

This application is approved by:

Admin. Assistant: _____ Date: _____ Rental Custodian: _____ Date: _____

Sound/Video Tech: _____ Date: _____ Wedding Coordinator: _____ Date: _____

Pastor/Council Representative: _____ Date: _____

Total Amount: _____ Check #'s: _____ Date: _____

Kelloggsville Church Building Use Agreement for Wedding Application Form p. 2

MEMBER FEES: (up to 24 month advanced reservation)

REQUIRED SERVICES/FEES

Rehearsal and Ceremony	\$650.00	\$ _____
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(includes usage of approved rooms and areas for rehearsal and wedding, wedding coordinator services, custodian, sound/light technician, and computer technician services for rehearsal and wedding)

OPTIONAL SERVICES/FEES

Nursery use	\$ 25.00	\$ _____
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CHURCH STAFF (must check availability)

Pastor, Organist/Pianist, Soloist	An agreed upon honorarium (You are responsible for arrangements and payment)	
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TOTAL		\$ _____
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NON MEMBER FEES: (up to 18 month advanced reservation)

REQUIRED SERVICES/FEES

Rehearsal, Ceremony, Wedding Coordinator	\$1,700.00	\$ _____
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(includes usage of approved rooms and areas for rehearsal and wedding, wedding coordinator services, and custodian, sound/light technician, and computer technician services for rehearsal and wedding)

OPTIONAL SERVICES/FEES

Nursery use	\$ 50.00	\$ _____
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CHURCH STAFF (must check availability)

Pastor	\$ 200.00	\$ _____
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Pre-marital counseling	\$ 250.00	\$ _____
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Soloist	\$ 150.00	\$ _____
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TOTAL		\$ _____
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Kelloggsville Church Building Use Agreement for Wedding Application Form p. 3

(Needed 1-2 weeks prior to wedding)

FINAL WEDDING ARRANGEMENTS

Name: _____ Phone: _____

Date and time of rehearsal: _____

Date and time of wedding: _____

Please fill in the following information:

1. What time would you like the church opened on your wedding day? _____
(Please keep in mind the time your flowers need to be delivered, that the church will remain open 5 hours after the time you list, and that everyone needs to be out of the church by 5:00 pm on Saturdays.)
2. Do you wish to have the wedding on DVD? (circle) Yes No
(If so, please provide a DVD-R)
3. Do you have a soloist? (circle) Yes No
Using accompaniment - CD? _____ Piano? _____ Organ? _____
4. How many attendants in your wedding party? _____ Groomsmen
_____ Bridesmaids
5. Is there anything else you would like the rental custodian or sound/light technician to know?
