JENISON BIBLE CHURCH
6360 14th Avenue
Hudsonville, MI 49426

Building Use Application - Wedding

Date Submitted: _____

Groom

Name:_____ Church: _____

Address:_____

Home Phone:_____ Cell:_____

Email Address: _____ Work Phone: _____

Bride

Name:_____ Church: _____

Address:_____

Home Phone:_____ Cell:_____

Email Address: _____ Work Phone: _____

Parents of Bride

Name:_____ Church: _____

Address:_____

Home Phone:_____ Cell:_____

Email Address: _____ Work Phone: _____

Please see reverse side.

We hereby request the Board of Deacons of Jenison Bible Church to approve the use of the church building for our rehearsal and wedding on:

Rehearsal Date/ Time:_____ Room(s) needed:_____

Wedding Set-up Date /Time: _____ Room(s) needed:_____

Wedding Date /Time: _____ Room(s) needed:_____

Reception Set-up Date/Time:_____ Room(s) needed:_____

Reception Date/Time: _____ Room(s) needed:_____

Please note that no weddings or rehearsals will be scheduled during the week of Vacation Bible School.

We will require the use of the auditorium sound system	( ) Yes	( ) No
We will use the church for our reception.	( ) Yes	( ) No
We will require a code to open the building.*	( ) Yes	( ) No

***If "yes", please call the church office one week prior to your wedding to have a code assigned to you.**

We will obey the following listed requirements:

1. There will be no smoking permitted or alcoholic beverages served or consumed by anyone on any part of the church property at any time before, during, or after these events.
2. There will be no public notice given that would connect Jenison Bible Church to a dance held anywhere.
3. Please do not forget others who have worked to make your wedding special (custodians, sound system operators, and organist). Requested gift for the custodians - $150 if using both upper and lower floors or $100 if using just the upper floor. If the sound system is needed, then a gift of $75 is requested for the operator. If this is a problem, please contact the Deacon Chairman. Please make our checks for these gifts to Jenison Bible Church and put them in the secretary's mail slot #41 next to the church office door.
4. A refundable $75 deposit is required at the time the application is submitted to reserve the date and to cover any additional janitorial expenses. All additional fees are due 60 days prior to the event date.
5. The applicant will make financial arrangements with the organist and vocalist in advance of the services.
6. The applicant will handle the arrangement, rearrangement and/or storage of all church furniture moved during the rehearsal and wedding.
7. The applicant will remove all wedding equipment, accessories, and gifts the day of the wedding.
8. The applicant will not hold Jenison Bible Church responsible for any equipment, accessories or gifts which are lost, stolen or damaged during the rehearsal, wedding, or reception.
9. The applicant will be fully out of the church building by 6:00 pm on Saturday evening.

Comments and/or special conditions: _____

_____

Groom's Signature: _____ Date: _____

Bride's Signature: _____ Date: _____

Note: The $75.00 deposit must accompany this form in order to receive approval
All other fees must be paid 60 days prior to the event

Below for Office Use Only

Church Calendar Checked: _____ Janitor's Review: _____

Pastor's Approval: _____ Date: _____

Deacons' Approval: _____ Date: _____

Assigned Sound System Operator (if required) _____

Assigned Duty Deacon (if required) _____

Deposit Received: _____ Deposit Returned: _____

Custodial Fee Received: _____ Sound System Fee Received: _____