

# wedding/reception application

## for use of Rose Hill Presbyterian Church facilities

We at Rose Hill Presbyterian Church believe that the buildings, facilities, and grounds belong to God, and may be used by Him for His divine purpose beyond our own church activities. Please complete the application and review the attached rules and regulations.

### I. NAME

Name of applicant: \_\_\_\_\_

Unless this is for a wedding only, you will be required to provide a Certificate of Insurance for at least \$500,000 of coverage or prove that Rose Hill Presbyterian Church has been added to your policy as a named insured within 30 days if your application is approved.

Address: \_\_\_\_\_

Phone - Home: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_ (used only for questions or to inform you of approval)

Person in charge who will be in attendance:

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone - Home: \_\_\_\_\_ Cell: \_\_\_\_\_

### II. EVENT

Wedding Only

Wedding & Reception

Reception Only

### III. DATE and TIME

Date(s) and time(s) requested for facilities needs to include time required for set-up and clean-up of the wedding rehearsal, wedding, and reception (you will be responsible for set-up and clean-up).

Wedding/reception date: \_\_\_\_\_ Hours: From \_\_\_\_\_ To \_\_\_\_\_

Alternate date: \_\_\_\_\_ Hours: From \_\_\_\_\_ To \_\_\_\_\_

Will you require church facilities for rehearsal? YES \_\_\_\_\_ NO \_\_\_\_\_

If so, rehearsal date: \_\_\_\_\_ Hours: From \_\_\_\_\_ To \_\_\_\_\_

Alternate date: \_\_\_\_\_ Hours: From \_\_\_\_\_ To \_\_\_\_\_

Number of Participants: \_\_\_\_\_

If rehearsal is being used as a time to set-up and decorate, all rooms involved will need to be reserved for rehearsal as well as for the wedding service.

IV. FACILITIES/EQUIPMENT REQUESTED

Specify All Facilities Requested (e.g., Social Hall, Library, Sanctuary, Fireside Room)

For Rehearsal: \_\_\_\_\_  
\_\_\_\_\_

For Wedding: \_\_\_\_\_  
\_\_\_\_\_

For Reception: \_\_\_\_\_  
\_\_\_\_\_

Are the kitchen facilities requested? YES \_\_\_\_\_ NO \_\_\_\_\_

(RHPC does not provide use of kitchen items such as table service, linens, paper goods, cookware)

Approximate number of people to attend wedding: \_\_\_\_\_ Reception: \_\_\_\_\_

Equipment Requested: \_\_\_\_\_ (Flat Screen TV/  
DVD, Sound Room Computer, Microphones, etc.) A/V will result in a fee for a Rose Hill Technician.

V. MISCELLANEOUS

All events must comply with the Rose Hill Presbyterian Church Supervision of Children rules (attached).

Will you be providing childcare? YES \_\_\_\_\_ NO \_\_\_\_\_

If so, what type of supervision will be provided? \_\_\_\_\_

VI. AGREEMENT

The undersigned hereby makes application for use of the church facilities described above and certifies that the information given in the application is correct. The undersigned further agrees that the applicant will observe all the listed rules and regulations, a copy of which is attached. The applicant agrees to exercise the utmost care in the use of the church premises and property and to leave them in a neat and tidy manner. The applicant agrees to indemnify and hold the Rose Hill Presbyterian Church, its pastors, employees, Session (governing board) and members, harmless against all liability resulting from the use of said facilities and campus. The applicant further agrees to reimburse the Rose Hill Presbyterian Church for any damage arising from the applicant's use of said facilities. (The applicant or his agent has examined and inspected the facilities, premises, equipment and furnishings for defects and finds them fit and safe for the purposes being requested). The listed Rules and Regulations and Rose Hill Presbyterian Church Supervision of Children Rules are a part of this agreement.

Responsible Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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APPROVALS

Wedding Coordinator: \_\_\_\_\_ Date \_\_\_\_\_

Charges \_\_\_\_\_

Charges are due 14 days prior to the wedding/reception; late payment could result in forfeiture of your reserved dates.

Completed form must be given to the Office Manager.

If not approved, check here.

# Rules & Regulations

For Use Of The Rose Hill Presbyterian Church

**Keep This Page**

1. Applications for use of building and grounds facilities by non-church sponsored groups must be approved by the Building and Grounds Committee and filed with the church office prior to the date for which the facility is to be used.
2. Approval will not be granted for any meeting which may in any way be detrimental to the sacred nature and divinely commissioned use of the building.
3. The sanctuary is off limits except as specifically requested and approved, and shall be used only in a reverent and orderly fashion. No activity of a secular nature shall be allowed in the sanctuary.
4. Satisfactory sponsorship and adequate adult supervision must be provided. The minimum is two adults, more may be required.
5. The use of kitchen facilities requires that a knowledgeable representative of the Kitchen Committee be present or proper training be given. A charge may be made for this purpose.
6. Alcoholic beverages (except for communion wine when served along with the choice of grape juice) are not allowed on the premises, and there will be no smoking in the buildings.
7. Please use existing cork boards or painters' tape to hang materials or decorations - damages may be assessed.
8. Destructive conduct, betting, or other forms of gambling will not be permitted on church premises.
9. Applicants are required to remove - at their expense - materials, equipment, furnishings, or rubbish left after use of church facilities.
10. Facilities used shall be limited to those portions of the building specified on the application.
11. Admission shall not be charged. If an offering is taken, the applicant will be prepared upon request to submit a financial statement of revenue and expenses to the Building and Grounds Committee.
12. Applications will not be considered for more than one year of use. Approved applications for the use of church facilities will be revocable and will not be considered as a lease. Due to some unplanned church programs that might occur, we reserve the right to have our church programs take precedence over your use at any time.
13. The organization will pay all breakage and damage to the building. Applicant must leave premises in a neat and tidy condition.
14. The applicant must exercise the utmost care in the use of church premises.
15. The applicant agrees to indemnify and hold harmless the Pastors, employees, Session (its governing board) and members of the Rose Hill Presbyterian Church against all liability, loss or damage from any cause whatever, including, but not necessarily limited to, negligence (active or passive) of the Rose Hill Presbyterian Church, its Pastors, employees, Session and members arising from the use of the facilities, or activities in and about the same, by applicant or his/her representatives or invitees.
16. A fee may be set by Session to cover the cost of utilities and other expenses involved in the use of the building.
17. All activities may start at 9:00AM and must be concluded by 10:00PM unless special arrangements have been made for the activity to go beyond that time. Please conduct your activity within your granted time.

\*Note: No smoking is allowed in the church buildings at any time.