



Rental For A WEDDING
Fulton Church Facility and Service Use Agreement
Fulton Church Members

Date of Facility Use _____ Times of Facility Use: Start Time: _____ End Time: _____

Contact Information: Name: _____

Address: _____ City _____ State: _____ Zip: _____

Email: _____ Estimated number of Guests: _____

<i>Facility</i>	<i>Fee</i>
<input type="checkbox"/> Ceremony (includes Sanctuary, Historic Sanctuary, Gathering Area, Small Kitchen, and Lower-Level Rooms)	No charge
<input type="checkbox"/> Reception (includes Multi-Purpose Room, Gathering Area, and Large Kitchen)	No charge

**Request Tech checklist for additional services*

***All or part of the deposit will be returned if expectations were followed and no damage occurred*

<i>Services</i>	<i>Fee</i>	<i>Reserve?</i>
Fulton Church Wedding Liaison	\$250	Required
Custodial Services	\$100 <small>(for Ceremony or Reception, \$200 for both)</small>	Required
Audio Technician <small>(operated by Fulton Church personnel only. Not available for outdoor use) (Required for Ceremony)</small>	\$250	\$250 Basic Services* [] Yes [] No
Pastoral Officiant Services <small>(includes Premarital Counseling)</small>	\$350	[] Yes [] No
Pianist/Vocalist(s) <small>(Includes planning meeting, rehearsal and ceremony)</small>	\$350/Person	[] Yes [] No # of vocalists _____
Electronic Piano - For outdoor weddings	\$100	[] Yes [] No
Kitchen Liaison <small>(Required for Reception)</small>	\$50/hr <small>(1 hr before reception-clean up)</small>	[] Yes [] No
Dish Rental and Dishwasher Operator	\$200	[] Yes [] No

I agree and will abide by the expectations provided with this form as well as the following:

- No alcoholic beverages on church grounds and no smoking in buildings.
- All use of the Fulton Church facility should adhere to Fulton Church's Mission to see people:
 - Growing in Christ
 - Connecting as a family
 - Reaching the community with God's grace
- By signing below, I understand I am fully responsible for adhering to all expectations and financially responsible for damages incurred.

Make checks payable to "Fulton Church"	
Facility	No Charge
Services	\$
Deposit**	\$500
Total Due	\$

Signature of Renter / Date

Approved by / Date

Handed or sent?
If sent, how?

• Copy of signed agreement given or sent to renter	Date: _____	
• Copy of Expectations given or sent to renter	Date: _____	
• Name of Wedding Liaison	Name: _____	
• Placed on Fulton Calendar		
• Custodial Staff Notified (by wedding liaison)		
• Tech Notified (by wedding liaison)		
• Musicians notified if needed (by wedding liaison)		
• Kitchen Liaison notified if needed (by wedding liaison)		
• Total Amount Due	\$ _____	
• Security Deposit Received	\$ _____ If by check, # _____	
• Remaining Payment Received	\$ _____ If by check, # _____	
• After-Event walk through/inspection of facility was completed by office staff	Signature: _____ _____ Date: _____ _____	
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Expectations for Facility Use

In an effort to keep cleaning costs minimal, please use our God-given facility with care and with the following general expectations. Thank you!

Gym/Multipurpose Room

- Please put tables and chairs away neatly and carefully.
- Don't forget your personal items, including toys or sports equipment.
- Children are not allowed to go into any closets or into the room above the kitchen.
- *Custodian will clean the floors.*

Gathering Area

- Clean church items used and return to proper location.
- Put chairs neatly under tables and arrange tables in an orderly manner.
- Empty trash and take it to the outside dumpster. Replace trash can liners.
- *Custodian will vacuum floor.*
- *Custodian will sweep small kitchen floor.*
- *Custodian will wipe tables, chairs, counters and stove top.*

Decorations

- Decorations must not damage walls, window treatments, woodwork, etc. Use of nails, screws or tacks is strictly prohibited. Permission may be granted to use non-marring tape or command strips/hooks.
- Decorations may be installed prior to the time of the event if the assigned room(s)/area(s) are available. To be arranged with Liaison.
- All decorations must be removed immediately and completely following the event.

Restrooms

- *Custodian will clean the restrooms.*

Other Common Areas and/or Classrooms

- Put back any items used, including furniture.
- Wipe tables, chairs and stools if needed.
- Vacuum high traffic areas and any areas where food/debris is evident.

Large Kitchen – the following must be done under the guidance of a church approved kitchen liaison

- Clean items used and put away.
- Rinse and wipe out the sinks.
- Empty trash and take it to the outside dumpster. Replace trash can liners.
- Wipe counters, stove tops, microwave (inside and out), and refrigerators if needed.
- Wipe down cabinet and appliance fronts and clean as needed.

Gentle Reminders:

- Fulton Church shall not be held liable for any injuries, damages, or loss or theft of personal property occurring on the premises.
- Children are not to be left unsupervised.
- Cleaning supplies are available in the janitor's closet in the gym.
- If you are the last to leave, please turn off all lights (including restrooms) and appliances.
- Lastly, lock the doors and make sure doors are completely closed.
- Should you need any help, please contact your assigned liaison. The church office # is 608.884.8512. After hours contact Pastor Bob at 414.520.9477 or Pastor Zack at 920.318.6040.