



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

**Fulton Church Non-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"/> <b>Ceremony</b> (includes Sanctuary, Historic Sanctuary, Gathering Area, Small Kitchen, and Lower-Level Rooms)	\$500
<input type="checkbox"/> <b>Reception</b> (includes Multi-Purpose Room, Gathering Area, and Large Kitchen)	\$500

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

## **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.