

Pompey Community Church
Wedding Use Application and Agreement

Refer to the **Building Use Policies for Weddings** for instructions and service fee schedule

Approved for Marriage by Pastor (date) _____ Member of PCC Non-Member

PCC Sponsor:	
<input type="checkbox"/> Key Borrowed: _____ <input type="checkbox"/> Key Returned: _____	
Phone(s):	Email:

Bride:	Groom:
Address:	Address:
Phone(s):	Phone(s):
Email:	Email:
Church Membership:	Church Membership:
Parents of the Bride: (Name, Address, Phone)	Parents of the Groom: (Name, Address, Phone)

Estimated attendance: _____

Date(s) & Time requested: ***Include time allotted for set-up and clean-up***

Rehearsal Date: _____ Day of Week _____ Start Time _____ AM/PM End Time _____ AM/PM

Rehearsal Dinner at PCC? If Yes: Start Time _____ AM/PM End Time _____ AM/PM

Wedding Date: _____ Day of Week _____ Start Time _____ AM/PM End Time _____ AM/PM

Reception at PCC? If Yes: Start Time _____ AM/PM End Time _____ AM/PM

<input type="checkbox"/> Sanctuary <input type="checkbox"/> Podium *Equipment: <input type="checkbox"/> Microphones # _____ <input type="checkbox"/> CD player <input type="checkbox"/> Projector <input type="checkbox"/> Keyboard	Rooms (check all that apply): <input type="checkbox"/> Fellowship Hall <input type="checkbox"/> Conference room (Used for Bride's attendants) <input type="checkbox"/> Teen room (next to kitchen) (Used for Groomsmen) <input type="checkbox"/> Other _____	Kitchen/Equipment/Furnishings: <input type="checkbox"/> Full use of kitchen <input type="checkbox"/> Coffee maker <input type="checkbox"/> Refrigerator <input type="checkbox"/> Oven/cook top <input type="checkbox"/> Tables # _____ <input type="checkbox"/> Chairs # _____
---	---	---

***Only persons on the approved list of technical personnel may operate the computer and sound equipment. Weddings that require use of AV equipment (including microphones, CD player, projector, and/or keyboard) are assigned an operator who has completed the required training and is current on the list**

Officiator(s) of the wedding: _____

If not Pastor Pfohl, what is the name of officiator's church? _____

Address _____ Phone _____

The bride and groom are responsible for giving outside vendors copies of policies as necessary. Please provide us with information about the following persons who may need access to the building outside of the time(s) requested.

Musicians/Pianist _____ Address _____ Phone _____

Florist _____ Address _____ Phone _____

Caterer _____ Address _____ Phone _____

Photographer /Videographer _____ Address _____ Phone _____

Please add comments, questions, and/or other requests below:

AGREEMENT: We have read and understand the *Wedding Use Policies* and agree to abide by them.

We understand that Pompey Community Church makes its facilities available to us with the expectation that we will leave the facilities in the same or better condition than found. In the event that our activity causes damage or incurs additional janitorial services, we assume full responsibility for timely restoration of the facilities and/or cost.

We hereby fully release and discharge all claims that we may have for injuries or damages against Pompey Community Church and its officers, agents, employees, and affiliates as a result of using the facilities or equipment, and further agree to waive and relinquish any and all such claims. We hereby assume all risk of personal injury, sickness, death, damage and expense that may be sustained by users as a result of using the facilities or equipment of Pompey Community Church.

We further agree to indemnify and hold harmless and pay defense costs and defend the Pompey Community Church and its officers, agents, employees, and affiliates, from any and all claims resulting from injuries, including death, damages, property damage, or loss sustained arising out of, connected with, or in any way associated with using the facilities or equipment.

We understand it is our responsibility to inform the wedding party, caterer, florist and photographer of the Pompey Community Church Wedding Use Policies.

Signature of Bride: _____ Date: _____

Signature of Groom: _____ Date: _____

Signature of PCC Sponsor: _____ Date: _____