

**CHURCH FACILITIES & EQUIPMENT AGREEMENT  
FIRST REFORMED CHURCH  
SHELDON, IOWA**

1. The facilities of the church may be used by members or adherents who wish to have a family gathering, wedding, anniversary, or gathering for Christian fun and fellowship providing the activity does not interfere with regularly scheduled activities. All activities are to be conducted in an orderly and respectful manner. There shall be no smoking in the church and alcoholic beverages are not permitted in church or on church property. There will be no throwing of rice or birdseed.
2. Requests for the use of the church facilities must be made in advance to the chairman of the Church Privilege Committee. Requests from members will be accepted no more than eighteen (18) months in advance of the requested date. Requests from adherents will be accepted no more than three (3) months in advance of the requested date. In case of conflicting dates, members of FRC will have preference.
3. Those who have private gatherings not associated with the ministry of FRC will be responsible for the care of church property, up to and including repair or replacement of damaged property. The premises are to be left clean and in good order. In order to prevent accidental staining of church carpets, red beverages and red Jello gelatin are not allowed.

**4. FEES FOR MEMBERS OF FRC FOR WEDDINGS:**

- Pastor \$350
- Janitor \$125
- Two Sound Technicians are needed (Audio & Video) \$100 for each person
- Pianist and/or Organist \$250 each
- Fellowship hall for reception \$50

Please make checks payable to each individual.

**All fees are payable thirty (30) days prior to your scheduled event.** The above fee for the Fellowship Hall is to be made payable to FRC. All other fees above are to be made payable to each individual by separate check. All checks are to be given to the Church Privilege Chairperson or church secretary who will distribute them to the appropriate individual.

Kitchen & Kitchen equipment fees:

- Deposit \$100 (Refundable – see below)
- Kitchen & Kitchen Equipment \$100 (A Work Group is included if needed)

**All kitchen fees are payable thirty (30) days prior to your scheduled event and made payable to Reformed Church Women's Ministries.** Your deposit **will be refunded when** the kitchen and equipment has been found to be in good order.

**5. Fellowship Hall only**

- All above rules apply,
- A deposit will be made as in #4 above.
- A fee of \$50 will be charged for use of the fellowship hall ONLY by church members.
- A fee of \$300 will be charged for the use of the fellowship hall only for adherents. (See #12 for full charges/deposits)

6. Equipment may not be taken from FRC without permission of the Church Privilege Chairperson and only under the supervision of the janitor or sound technician. Only **MEMBERS of FRC may** use church equipment.

Guidelines for use of sound and video equipment:

- Video projection equipment may only be loaned out for community services sponsored by local organizations
  - Projector may be used for activities on church grounds (Weddings, funerals, etc.)
  - Portable sound system will be considered on a case-by-case basis and must be approved by the Deacons and the (Technology) Committee
  - Portable sound system must be operated by a FRC sound technician
  - The sound technician will be compensated for time spent -- \$80 per session
7. No screws, nails or tacks may be used in fastening decorations to windows, walls, woodwork or pews. Permanent decorations or pictures are to be installed only with Consistory approval. Due to insurance regulations, the use of candles in the aisles is limited to those with a globe or "chimney". Weddings during the Christmas holidays must be planned around the Christmas decorations. Decorations will not be removed without Consistory approval.
  8. Anyone using the church sanctuary for their wedding is asked to leave the church decorations in place. If they want the decorations removed (Christmas Decorations may NOT be removed – see above), they must remove it under the supervision of the decoration chairperson and then, replace it before Sunday worship.
  9. Saturday weddings and anniversaries which will be using the Fellowship Hall must be scheduled to begin no later than 1:30 PM so that the Fellowship Hall may be cleared of activities by 4:30 PM. Weddings that do not use our Fellowship Hall must begin no later than 5:00 PM. All decorations related to the wedding must be removed from the sanctuary immediately after the Saturday ceremony.
  10. No anniversaries or wedding receptions may be held in the church or Fellowship Hall on Sunday.
  11. Members of Bethel Reformed Church may use the facilities, and will be charged the fees of a member of First Reformed Church.
  12. **FEES FOR ADHERENTS FOR USE OF FACILITIES:**
    - Deposit \$100 (Refundable after event when facilities left clean & undamaged)
    - Sanctuary \$200
    - Fellowship Hall \$300
    - Janitor \$125
    - Two Sound Technicians needed (Audio & Video) \$100 for each person
    - Kitchen & Kitchen equipment \$100
  13. The janitor and/or the Chairperson of Building & Grounds will be responsible for inspection of the premises at the conclusion of the event. The deposit will be returned after a satisfactory inspection. **The \$100 deposit is due with your reservation request and all other fees are due thirty (30) days prior to your scheduled event.** The deposit, sanctuary, and Fellowship Hall fees are made payable to FRC and given to the Church Privilege Chairperson or church secretary. The Janitor, Sound Technician and Pastor fees are made out by separate check to each of those individuals but also given to the Church Privilege

Chairperson or church secretary who will distribute them. A check for kitchen fees should be made out to the Reformed Church Women's Ministries.

- 14. Facilities may be rented for funerals of non-members, with the approval of the Executive Committee. Contact the Senior Pastor, the Vice President or Chairman of the Deacons.
- 15. No animals of any kind are allowed in the church facilities except for a guide dog or certified service animal.
- 16. The Youth House has additional guidelines which are on another document.
- 17. Any exception to these policies must be approved by the FRC Executive Committee.

I wish to reserve the following facilities and/or equipment of FRC on \_\_\_\_\_ and I agree to abide by the terms and conditions as set forth above:

Facility/Equipment	Fee
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total Fees: \_\_\_\_\_

I understand that the above date is not reserved until approved by the Consistory and the required deposit has been received by the Church Privilege Chairman. I further agree to pay all other fees at least 30 days prior to our scheduled event. I understand that my deposit may not be refunded if the facilities/equipment are not left in clean, undamaged condition.

Requested by: \_\_\_\_\_ Date \_\_\_\_\_