



WEDDING WORKSHEET & FACILITY REQUEST FORM – APPLICANT KEEPS THIS PAGE –

Cornerstone is honored to be a part of your special day!

SCHEDULING AND PAYMENTS (Check if Read)

- **Deadline:** All wedding requests should be submitted at least 30 days before the wedding.
- **Approval:** Your wedding will be approved only if the dates and times do not conflict with ministry. All facility usage is subject to staff approval. We cannot include your wedding on our public calendar.
- **Cancellations:** If the applicant cancels the event after paying the security deposit, it will not be refunded, and the applicant forfeits the security deposit.
- **Multiple Room Uses:** Booking the sanctuary for the wedding includes its use for the rehearsal at no additional charge. Any other rooms used twice must be booked and paid separately. For example, a rehearsal dinner and reception held in the same room would be charged separately.
- **Payments:** The refundable deposit should be submitted with the facility request. All other fees are due in the office one week prior to the wedding.

FACILITY SERVICES (Check if Read)

- **Wedding Coordinator:** We require weddings to use an in-house wedding coordinator; the coordinator is familiar with our building and procedures, and her knowledge and presence allow the day to flow smoothly. You may optionally use your own coordinator to co-coordinate.
- **Janitorial:** Wedding rental fees include additional charges to allow cleaning before and after events.
- **Sound Tech:** A sound technician is required to operate AV equipment and supervise the moving of all musical equipment. The sound tech can play music at an in-house reception for an additional fee. The sound tech should not be considered a DJ.
- **Kitchen Coordinator:** Cornerstone recommends hiring a professional catering service. If you choose not to, the church will require a Kitchen Coordinator supervise equipment operation.
- **Laundry:** In-house receptions can use polyester tablecloths and cloth napkins for a negligible fee.
- **Setup:** Cornerstone charges a flat setup fee for most receptions, and will quote other setup as needed.

GENERAL REQUIREMENTS AND INFO (Check if Read)

- Applicants must be 18 or older.
- Use of alcohol or tobacco products are not permitted inside any church building.
- Methods for attaching anything to the floor, ceiling, or wall must be pre-approved by staff.
- Only dry-erase markers may be used on whiteboards.
- Food and drink are not allowed in the sanctuary.
- Sound equipment and musical instruments are to be moved only by the sound technician or under his supervision. Movement of instruments must be approved by staff.
- Children must be supervised at all times and may not play in any of the rooms unless it is reserved.
- This church is prohibited from engaging in activities which violate its written doctrines. This church is also prohibited from condoning, promoting or allowing any of its assets to be used for activities that violate its written doctrines. Therefore, this church reserves the right to refuse service to any individual, whether member or not, that is not submitting their life style to this Scriptural mode of conduct. This refusal would include services, benefits and any use of church assets.



– APPLICANT KEEPS THIS PAGE –

☐ REQUIREMENTS AFTER AN EVENT (Check if Read)

- Every room used should be set back up to be “Sunday-Ready”
- Clean and put away all furniture and equipment (see room layout diagram near each room entrance).
- Remove all decorations and displays set up for your event.
- Wipe off all whiteboards.
- Vacuum all carpets, sweep and mop all floors as needed.
- Place all trash in trash cans. If a can is full or contains food, put a new bag in the can; close the used bag and place it in the dumpster.
- Close all window blinds
- Turn off all lights except accent lights in the foyer and outside entrance lights.
- Close all doors. Make sure exterior doors are latched and locked.
- **If you used the kitchen:**
 - Dispose of any leftover food.
 - Wash any dishes used and put away.
 - Be sure counters are clean.
 - Turn off all water and appliances, and confirm refrigerator/freezer doors are closed.
- **NOTE:** General cleaning (vacuuming, etc) is not necessary because all wedding rentals include a janitorial fee, however, all areas should be left tidy.

If you used the kitchen:

[To be completed by caterer or by volunteers under the supervision of a kitchen coordinator]

- Dispose of any leftover food.
- Wash any dishes used and put away.
- Be sure counters are clean.
- Turn off all water and appliances, and confirm refrigerator/freezer doors are closed.

* We may retain a portion or all of the deposit if facility is damaged or these instructions are not followed, as determined by staff.



WEDDING PARTY INFORMATION WORKSHEET

Date of Ceremony _____ Time _____

Bride's Full Name _____

Groom's Full Name _____

Pastor _____ Is Pre-Marital Counseling scheduled? (Required) _____

Bridesmaids _____

_____ Maid/ Matron of Honor _____

Groomsmen _____

_____ Best Man _____

Bride's Parents _____

Groom's Parents _____

Ushers _____

Flower Girl _____

Ring Bearer _____

Grandparents _____

Other _____



WEDDING FACILITY REQUEST FORM

Today's Date:		Applicant's Name	
Cell Phone		E-mail:	
Staff Liaison:			

SCHEDULING INFORMATION:

Desired date(s):		Alternate date(s):	
Times:	Arrival Time: _____AM/PM		Reception Time: _____AM/PM
	Ceremony Time: _____AM/PM		Vacate Time: _____AM/PM
Event Set Up Date		Event Set up Time	____:____AM/PM to ____:____AM/PM
Event Description:			
Number of attendees expected:			

AREAS REQUESTED:

- Sanctuary
- Fellowship Hall
- Large Kitchen
- Ministry Café
- Small Kitchen
- Classroom(s) (how many) _____
- Room 115
- Registration Desk & Foyer

CALCULATE YOUR SECURITY DEPOSIT:

Room	Deposit	Paid
Sanctuary	\$100	
Fellowship Hall	\$280	
Large Kitchen	\$100	
Classrooms	\$10	
How Many?		
Ministry Café	\$50	
Small Kitchen	\$30	
Room 115	\$50	
TOTAL SECURITY DEPOSIT (DUE NOW)		

[Security Deposit does not apply to Cornerstone Ministries]

Can the security deposit be applied toward the rental fee? : No. The Security Deposit is separate from, and may not be applied toward rental fees. It will be returned after the event if staff finds the facility in acceptable condition.

If I cancel, do I get my deposit back?: No. If the applicant cancels the event after paying the security deposit, it will not be refunded.

Why do I need to pay a security deposit? No renter can control the actions of all guests at their event. Without the deposit, we could not allow non-ministry activities in the building due to the risk of damage and cleaning expenses.

Can you simply hold my check? Our policy is to deposit all checks and issue the applicant a new check once the event is over, without exception.

Initial: Applicant: _____ **Coordinator:** _____

CALCULATE YOUR RENTAL FEES:

What is the overage fee? The hourly overage fee applies on Saturday only. It is charged per hour after 7PM

Room	Room Rental	Saturday Night Overage		Paid
Sanctuary	Members*: \$140 Others: \$260	\$20/ hour		
Fellowship Hall	Members*: \$290 Others: \$500	\$50/ hour		
Large Kitchen	Members*: \$100 Others: \$200	\$25/ hour		
Classrooms	Members*: \$15 Others: \$30	\$10/ hour		
How Many?				
Ministry Café	Members*: \$65 Others: \$110	\$15/ hour		
Small Kitchen	Members*: \$40 Others: \$70	\$10/ hour		
Room 115	Members*: \$65 Others: \$110	\$20/ hour		
*Active members regularly attend Cornerstone services and contribute to the church.			TOTAL RENTAL FEES	

CALCULATE YOUR SPECIAL FEES:

Service	Cost	Paid
Officiating Pastor	Honorarium; 250.00 minimum	Pay directly to pastor, not the church
Musicians	Fee set by musicians	Pay directly to musician, not the church
Cornerstone Wedding Coordinator	200.00	
Sound Tech	80.00 wedding 80.00 reception	
Kitchen Coordinator	80.00 (20.00 per hour after 4 hours)	
Laundry Service	4.00 x _____ tablecloth .60 x _____ napkin	
Setup Reception in Fellowship Hall	200.00	
Other Setup	Will quote	
TOTAL SPECIAL FEES		
TOTAL FEES DUE 1 WEEK BEFORE EVENT (RENTAL FEES + SPECIAL FEES)		

EQUIPMENT REQUESTED

Not all types of equipment are available for use in all areas.
Some equipment may require an additional setup fee.
Please draw diagram on back.

Item	Qty
8 X 3 Table (seat 8)	
4 X 2 Table	
5' Round Table (seat 7)	
Chairs	
TV/VCR/DVD	
Podium	
Black Easel	
Tablecloths	
Cloth Napkins	

DECOR SUMMARY (if applicable)

Describe any special decor or room treatment ideas. If you need to contact us with further details after this form is submitted, please do not hesitate. For safety reasons, staff must be familiar with and approve major or dangerous decor items.

Deposit is due with this form.
Fees are due one week before event.

Checks are to be made payable to:
Cornerstone Assembly of God Church.

I have read the requirements and agree to adhere to them. I agree to pay fees as outlined above. I also understand that money may be withheld from my deposit if "after event requirements" are not completed or if damage is incurred.

Applicant Signature: _____ Date: _____