

FUNERAL AND MEMORIAL FACILITY REQUEST FORM

Cornerstone desires to minister and serve families who are suffering a loss, extending God's comfort, peace, and love.

FORM SUBMISSION AND SCHEDULING

- Once the family contacts the church, the Cornerstone funeral coordinator will set up a **planning meeting**. This form is typically filled out during the planning meeting and submitted following it.
- Arrange dates and times in consultation with the Cornerstone funeral coordinator.
- Consider holding funerals **Monday-Thursday, 10am- 3pm** when possible.
- Scheduling decisions about events not covered by this policy (ex- graveside or funeral home service) should be made in consultation with the pastor.

GENERAL REQUIREMENTS

- 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, except communion.
- Children must be supervised at all times and may not play in any rooms unless they are 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.

Initial

Today's Date:		Applicant's Name:	
Phone:		E-mail:	
Officiating Pastor*:		Funeral Coordinator:	
Cornerstone Member?	<input type="checkbox"/> Yes- Applicant <input type="checkbox"/> Yes- Deceased <input type="checkbox"/> No	Deceased's Name:	

*Families are encouraged to request a preferred pastor and the request will be met whenever possible.

SCHEDULING INFORMATION

Desired date(s):		Alternate date(s):	
Times:	Arrival/Setup Time: _____AM/PM	Caterer Arrival Time: _____AM/PM	
	Service Start Time: _____AM/PM	Meal Start Time: _____AM/PM	
	Service End Time: _____AM/PM	End Time: _____AM/PM	
Description (service only, service and meal, etc):			
Number of attendees expected:			

ROOM RENTAL REQUEST

Circle rooms you are requesting to use. Calculate fees for each room and enter in columns at right. Base rental fees are waived for member funerals and memorials. The janitorial fees listed below, while required, reflect a reduced rate for funerals and memorials. All room rental must be approved by staff prior to paying fees. We can only schedule your event if the facility is not already reserved. Rooms used for two events must be paid twice. If you use a room for staging purposes you must reserve and pay for that room.

Initial

Rooms	Rental Fees		Janitorial Fee	My Rental Fee
	Members	Others		
Sanctuary	\$0	\$140	\$35	
Fellowship Hall (seats 51 – 140)	\$0	\$280	\$70	
Large Kitchen	\$0	\$100	\$25	
Classrooms (for family rooms)	How Many?	\$15 ea	\$5	
Café and Small Kitchen (seats 50)	\$0	\$75	\$25	
Room 115 (use as café overflow)	\$0	\$75	\$25	
Saturday Night Overage Fee- Charged if end time is later than 8PM on a Saturday night- \$50				
Staff Notes:		Approved by:		
		Total Room Rental & Janitorial Fees		
Security Deposit is waived for funerals and memorials				

JANITORIAL NOTES:

- The facility will be cleaned before and after your event. We want you to be able to focus on your family and remembering your loved one, not cleaning.
- If a caterer is used, the caterer is expected to remove any food debris from the dining area, clean their mess in kitchen, sweep and wash all dishes. No food should be left in the kitchen. Ensure water is off and refrigerator doors are closed. Cleaning crew will vacuum and mop.
- Remove all personal belongings after the service/meal.
- Please plan to remove all momentos and flowers following the service/meal.

Initial

PERSONNEL AND MATERIALS	My Fees
<p>Instructions: Select choice(s) for each block. Calculate fee and write in right column. Initial if necessary</p> <p>PASTOR</p> <p>The Pastor customarily receives an honorarium, family provides directly to the pastor. \$250+</p>	
<p>MUSICIANS</p> <p>Families are encouraged to find musicians, pianists, or soloists to perform any music in the service. The funeral director can secure musicians for a fee. \$60 fee per church provided musician</p>	
<p>CORNERSTONE FUNERAL COORDINATOR</p> <p>The Cornerstone Funeral Coordinator is the liaison between you and the church and is the church's on-site agent during the service. The coordinator will be involved in planning your use of the facility. The Coordinator will also provide service coordination services unless you elect to have the funeral home representative handle this. \$125 fee</p> <p>_____ I would like the Cornerstone Funeral Coordinator to arrange the service.</p> <p>_____ The funeral home will provide service arrangement.</p>	\$125
<p>AUDIO VISUAL NEEDS</p> <p>_____ Sound Tech- required to operate sound equipment and supervise the moving of all musical equipment. Mandatory if sound system in sanctuary or fellowship hall will be used or if musical equipment needs to be moved. \$80 fee</p> <p>_____ Video Tech- I would like an additional AV Tech to record the event on the video system. Only the raw recording will be provided. Additional \$80 fee</p> <p>_____ Projection Tech- May be required based on your AV needs. Additional \$80 fee</p> <p>Track Music: Music used in the service does not have to be solely Christian, but the lyrical content must be appropriate for the ceremony and setting. Provide music to church at least 2 business days before service.</p> <p>Slide Shows: For families planning to have a slideshow or video presentation, we encourage you to produce these yourself. The presentation must be submitted 24 hours before the ceremony; the digital formats ".mp4" or ".wmv" are preferable. Cornerstone does offer video presentation creation for a fee.</p> <p>_____ Please create a slide show for me with photos & music I will provide. Additional \$50 fee</p>	
<p>MEAL</p> <p>For active members¹, Cornerstone will provide a meal after the service with at least 2 days notice. Non-members may hire a licensed caterer. We recommend Brocks Catering: (804) 796-5788. Non-members may also provide their own meal, but a Cornerstone Kitchen Coordinator must be present.</p> <p>_____ No meal</p> <p>_____ Cornerstone Member; Church will provide meal for family.</p> <p>_____ Non-member; I will hire a licensed and insured full-service caterer to cook and serve.</p> <p>Caterer Name and Phone: _____</p> <p>_____ Non-member; I plan to self-cater and will hire a Cornerstone Kitchen Coordinator.</p> <p>Fee: \$20 per hour, min 4 hours Estimated hours: _____ x \$20 per hour</p>	

¹ Active members are members of Cornerstone who regularly attend church services and contribute to the church- and their immediate family (parents, spouses, and children) may be waved of specific charges. These privileges are also extended to the following: 1. Homebound members. 2. Faithful attendees of the church who attend regularly but who have not officially joined the church as an official member and, 3. Those who have served as former pastors of the church.

<p>LAUNDRY AND TABLECOVERS</p> <p>Disposable tablecloths are provided for meals in the fellowship hall or room 115. Cloth tablecloths are available for a fee. Tablecloths are generally not used in the café.</p> <p>_____ I would like to use disposable tablecloths in the fellowship hall. - No Fee</p> <p>_____ I would like to use cloth tablecloths.</p> <p>Number of Cloth Tablecloths to use: _____ X \$9 per tablecloth</p> <p>_____ I would like to use cloth napkins</p> <p>Number of Napkins to use: _____ X \$1 per napkin</p>	
<p>PROGRAM PRINTING</p> <p>Cornerstone can print your program on pre-printed memorial service shells. \$0.25 each</p>	
<p>SETUP – check all items desired. No fee for standard items.</p> <p>_____ Photo easels (up to 3) How many?</p> <p>_____ Clear podium in sanctuary _____ 2 x 4 Momento Table in sanctuary</p> <p>_____ 2 x 4 Momento table in foyer _____ Guest book table in foyer</p> <p>_____ Setup for meal in fellowship hall- how many guests?</p> <p>Other Setup- Describe Draw on back of this page if necessary. A small fee may be charged for some types of setup.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	
<p>VENDORS AND DÉCOR</p> <p>Décor: I understand that attaching anything to walls must be approved by the funeral coordinator or staff, and that I may under no circumstances block fire exits or create otherwise unsafe situations.</p> <p>Vendors: You must provide the name and contact info for any third party vendors that will be on site to your funeral coordinator.</p> <div style="border: 1px solid black; width: 100px; height: 80px; margin-left: auto; margin-right: auto; display: flex; align-items: center; justify-content: center;"> Initial </div>	
Total Personnel and Materials Fees: (from above)	
Total Room Rental and Janitorial Fees: (from Page 2)	
Total due 1 business day before event: (Add above 2 lines)	

If the fees above pose a financial hardship for your family and you are a Cornerstone member, please let your Funeral Coordinator know. He or she can submit a benevolence request to the church to help defray expenses.

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. All requested support is subject to staff availability and approval.

Applicant Signature: _____ Date: _____

FUNERAL/ MEMORIAL INFORMATION WORKSHEET

Complete this page during planning meeting.

Full Name of Deceased: _____ Member/Non-member

Date of Birth: _____ Date of Death: _____

Spouse Full Name: _____

Immediate Family Members: _____

Officiating Pastor: _____

Additional Pastor (if used): _____

Sound/Projection Tech(s): _____

Music for ceremony: _____

Slide Show: Yes/No Created by Cornerstone? Yes/No Length of show: _____ minutes.

Flowers ordered by church: _____

Who will arrange flowers/ mementos in sanctuary? _____

Will remains be on site? If so, casket or urn? _____

Is a funeral home involved in service? Yes / No Funeral Home: _____

Funeral Home Contact Person/ Phone: _____

Meals provided: _____ Additional requests: _____

Caterer or Kitchen Coordinator: _____

Kitchen Helpers for Member Meal: _____

Other Vendors On Site: _____