

## **FUNERAL/MEMORIAL WORKSHEET & FACILITY REQUEST FORM**

### **– APPLICANT KEEPS THIS PAGE –**

Cornerstone desires to minister and serve families who are suffering a loss, extending God’s comfort, peace and love. This has been developed to assist families in planning and providing a funeral.

#### **SCHEDULING**

Once the family contacts the church about a funeral, the funeral director and/or a pastor will make the initial visit. Dates and times for funerals with Cornerstone Assembly of God are to be arranged in consultation with the Funeral Director. Cornerstone asks families to consider holding funerals Monday-Thursday, during the day (10am- 3pm) when at all possible. Scheduling decisions concerning areas outside the scope of this policy should be decided at the discretion of the family and pastor.

#### **THE OFFICIATE**

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

#### **FUNERAL MUSIC**

Families are welcome to find musicians, pianists or soloists to perform any music in the service. If the Funeral Director is asked to find them, fees will be incurred. Music used in the service does not have to be solely Christian, but the lyrical content must be appropriate for the ceremony and setting.

#### **VIDEO PRESENTATION**

For families planning to have a slideshow or video presentation of their loved one, we encourage families to produce these themselves. 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.

#### **FAMILY MEAL**

For active members<sup>1</sup>, Cornerstone will provide a meal for the family following the service, when given at least 48 hours notice. For non-members, we suggest catering through Brocks Catering: (804) 796-5788.

#### **GENERAL REQUIREMENTS:**

- Applicants must be 18 or older.
- Use of alcohol or tobacco products are not permitted inside any church building.
- Decorations and displays may be attached to walls only with staples. Tape of any kind or “sticky tack” should not be placed on walls or carpet; ceiling decorations must be hung with acoustic track hangers.
- 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 are not permitted in the building or on the property without adult supervision, and may not play in the nursery without staff approval.
- 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.

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<sup>1</sup> 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.



FUNERAL/ MEMORIAL INFORMATION WORKSHEET

Full Name of Deceased: \_\_\_\_\_ Member/Non-member

Date of Birth: \_\_\_\_\_ Date of Death: \_\_\_\_\_

Spouse Full Name: \_\_\_\_\_

Immediate Family Members: \_\_\_\_\_

Name of contact person: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of Funeral: \_\_\_\_\_ Time of Funeral: \_\_\_\_\_

During Office Hours? Yes/No

Funeral Director Name: \_\_\_\_\_

Pastor of the month: \_\_\_\_\_

Officiating Pastor: \_\_\_\_\_

Facility Form Collected: \_\_\_\_\_ Total Fees: \_\_\_\_\_ Check# /Amount: \_\_\_\_\_

Sound/Projection Tech.: \_\_\_\_\_

Music: \_\_\_\_\_

Slide Show: Yes/No Length of show: \_\_\_\_\_ minutes.

Meals provided: \_\_\_\_\_ Additional requests: \_\_\_\_\_

Flowers ordered: \_\_\_\_\_

## FUNERAL/MEMORIAL FACILITY REQUEST FORM

### APPLICANT INFORMATION:

Today's Date: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Cell Phone \_\_\_\_\_

Address (if not a Cornerstone member): \_\_\_\_\_

Email \_\_\_\_\_

### SCHEDULE INFORMATION:

Desired date(s): \_\_\_\_\_ Alternate date(s): \_\_\_\_\_

Time of event: From \_\_\_\_\_ AM/PM To \_\_\_\_\_ AM/PM

Expected number of persons attending: \_\_\_\_\_

### AREAS REQUESTED:

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

## CALCULATE YOUR RENTAL FEES:

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

**What is the janitorial fee?** Our building is cleaned twice per week. Others may have used your room between the time it was cleaned and the time you will be using it. We can provide janitorial service before your event for a fee. We may also ask you to pay this fee if your event is occurring after the room has been cleaned, but before an important ministry event. We reserve the right to require this fee at our discretion.

Initial: Applicant: \_\_\_\_\_ Coordinator: \_\_\_\_\_

Room	Room Rental	Optional Janitorial	Saturday Night Overage	Paid
Sanctuary	Members: \$0 Others: \$160	\$100	\$20/ hour	
Fellowship Hall	Members: \$0 Others: \$280	\$250	\$50/ hour	
Large Kitchen	Members: \$0 Others: \$100	\$100	\$25/ hour	
Classrooms	Members: \$0 Others: \$20	\$10 per room; Minimum total janitorial is \$30	\$10/ hour	
How Many?				
Ministry Café	Members: \$0 Others: \$60	\$50	\$15/ hour	
Small Kitchen	Members: \$0 Others: \$40	\$30	\$10/ hour	
Room 115	Members: \$0 Others: \$60	\$50	\$20/ hour	
<b>TOTAL RENTAL FEE</b>				

## CALCULATE YOUR SPECIAL FEES:

Service	Cost	Paid
Officiating Pastor	Honorarium (\$250.00 minimum)	<b>Pay directly to pastor, not the church</b>
Funeral Director	125.00	
Program Printing (optional)	25.00 per 100 copies	
Musician or soloist (optional)	60.00 per person	
Kitchen Coordinator	80.00 (20.00 per hour after 4 hours)	
Laundry Service	4.00 x _____ tablecloth   .60 x _____ napkin	
Sound Tech	80.00 (15.00/ hour after 4 hours)	
Video Presentation Creation (optional)	80.00	<b>Pay directly to Steven Allen, not church</b>
<b>TOTAL SPECIAL FEES</b>		
<b>TOTAL FEES DUE BEFORE SERVICE (RENTAL FEES + SPECIAL FEES)</b>		

## 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	

Mail checks to address above, ATTN: Calendar Coordinator

Fees are due prior to service.

I have read the Requirements and agree to adhere to them. I agree to pay fees as outlined above.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_