

Wedding Facility and Resource Request Form, Information and Guidelines



Congratulations on your upcoming wedding! There is nothing quite as exciting as planning for a wedding. We are happy to help make this a special day.

PURPOSE

The marriage ceremony at Chapel Pointe is a covenant made between a man, a woman, and God. It is part of a worship service where Christian love is celebrated and a spiritual commitment is made.

This packet is designed to provide you with information, guidelines and expectations. If you have any questions, please contact the church office at 616-662-8801.

PROCESS

Setting a Wedding Date

- To secure your wedding date on the Chapel Pointe calendar and to request your preferred Pastor, you will need to fill out the Wedding Request Form below and submit it for approval. Only when the form is approved and signed will your wedding date be secure.
- Weddings may be reserved up to one year in advance.
- If your wedding is on a Saturday, your ceremony/reception must be completed and cleaned up by 8:00 pm to ensure our Facility Team has time to prepare our campus for Sunday Worship.

Officiating Pastor

We have several Pastors on staff and licensed/ordained members who are able to officiate at your wedding. Each Pastor has a maximum number of weddings that they will officiate each year. Because of the many wedding requests, each Pastor will review their commitments before accepting or declining the invitation to officiate. On the Wedding Request Form, there is a place for you to fill in the Pastor you are requesting as the officiant.

Premarital Counseling and Classes

All couples married by a Chapel Pointe Pastor or licensed/ordained member are required to attend the premarital classes and counseling outlined below. If you are being married by a Pastor outside of Chapel Pointe, they must be approved by Chapel Pointe leadership and they need to inform us of their premarital counseling process.

Chapel Pointe Premarital Counseling

- You must attend the Marriage Foundations Class, which will run for four weeks. In this class, you will learn to build your marriage on a solid foundation with eight essential growth areas from a Biblical perspective. Please contact the church office to see when the next classes are scheduled.
- You will be required to take the following premarital testing
 - Prepare and Enrich – \$35.00 per couple (pricing subject to change)
 - Taylor Johnson Temperament Analysis – \$65.50 per couple (pricing subject to change)
 - Purchase the book "Starting Your Marriage Right" (Dennis Rainey)
- Following the class and testing, two or three counseling sessions will cover the results of the marriage testing and any remaining questions and concerns that need to be discussed. These sessions may be combined with other engaged couples.

Marriage Mentoring

- Identify a Christian couple whose marriage you respect and desire to emulate for mentoring.
- Get approval of this couple from the officiating Pastor before contacting the mentoring couple.
- The goal is to have you meet with your mentoring couple before the wedding and through the first year of marriage.

FACILITY USAGE POLICIES

Chapel Pointe's services, programs or activities will have priority over any other event. These policies are necessary for two reasons. First, the church may not in good conscience materially cooperate in activities or promote beliefs that are contrary to its faith (2 Cor. 6:14; 1 Thess. 5:22). Second, the church must present a consistent public witness to the community through the stewardship of its property. Therefore, only events that are consistent with the church's religious beliefs, as determined by Pastor/Elders/official designee shall be permitted. Below is a list of approved and/or restricted usage:

- **The facility** may not be used by anyone until this Wedding Request Form has been approved by Chapel Pointe.
- **The person signing the Wedding Request Form is responsible** for use of the facility and must be present for the duration of the event. This person must be at least 21 years old.
- **All events** must be consistent with the evangelical theology of Chapel Pointe.
- **Christian discretion** must be used in modesty of dress.
- **Nails, tacks or paint damaging adhesives** are not permitted to hang decorations/presentation aids.
- **No temporary structure(s)** like platforms, items or devices that attach to floors, walls or ceilings, shall be built in the facility or on the grounds without the Facility Director's approval in advance.
- **Costs for damages**, whether accidental or by negligence, shall be the responsibility of the person signing the Wedding Request Form.
- **Tobacco & Alcohol** are not allowed in the facility or on the premises.
- **All Food, Drinks, etc.** must be removed from the church following the wedding and/or reception.
- **Red Punch** is strictly prohibited.
- **Props**, such as those used for Christmas, must not be left on the premises unless approved by the Facility Director in advance.
- **The parking lot** shall not be used for the storage of any type of vehicle, trailer, etc. unless approved by the Facility Director in advance.
- **Personal property** may not be stored in or on Chapel Pointe's property.
- **Donated** items to Chapel Pointe must be pre-approved prior to acceptance.
- **Firearms** are prohibited without exception.
- **The facility is equipped with an alarm.** Contact the office if you need access to the building at a time different than stated in the request. If you activate the alarm, the person signing the Wedding Request Form will be subject to fines levied by the fire and police departments.
- **Chapel Pointe property or equipment** will not be loaned without the written permission of the Facility Director in advance. Audio/visual, kitchen and lawn care equipment will not be loaned. No equipment or furnishings shall be removed from the building or premises for personal use.
- **Stage and Audio/Visual/Lighting (AVL) equipment** is to be used for the rehearsal, wedding and/or reception, and only under the direction of the AVL Coordinator and/or Prayer and

Worship Pastor. Only Chapel Pointe approved audio and video technicians are allowed to operate the AVL equipment. Please contact the church office if AVL equipment is needed and we will connect you with our AVL Coordinator. We do not provide videographer or DJ services. Also, the backdrop in the Worship Center, Chapel, etc. will not be changed for the wedding.

- **Temporary keys and/or key fobs** may be loaned to individuals on a case-by-case basis for the duration of their event. They must be signed for and returned to the office administrator within two business days of the completion of the event. For security purposes, each key or key fob not returned will be subject to a \$200.00 replacement fee.
- **Activities that may damage turf** are not permitted on any green space (ex. softball field)

Decorations

- All candles must be surrounded or placed in glass per the Fire Department Codes (no open flames).
- No nails, tacks, tape, pins, or anything that would mar surfaces may be used. You may use poster putty or command strips.
- All décor for the wedding needs to be removed from the church campus following the wedding/reception.
- Rice, birdseed, confetti, glitter or any other materials that might be thrown or dropped at the wedding/reception are not permitted inside or outside the building. Bubbles are allowed outside.

Rooms/Resources

- The church building will be open and available for the wedding party up to 6 hours before the ceremony is scheduled to begin, for a total of 8 hours (wedding only) or a total of 12 hours (wedding and reception).
- The room(s) available that have been rented are clearly stated in the Wedding Request Form and will be the only rooms open to you and your guests.
- At the end of the wedding or reception, all personal belongings must be removed from the premises (including the rooms used by the wedding party).
- The church assumes no responsibility for lost or stolen items before, during, or after the rehearsal, wedding and/or reception.
- Vendor rentals/deliveries will be the responsibility of the renter, not Chapel Pointe.
- Your room rental includes table and chair set-up. We do not have dinnerware or tablecloths. It is strongly suggested that a setup diagram is submitted.

Children

Children on the premises must be under adult supervision at all times. Groups are not permitted to provide their own childcare on the premises. Childcare facilities are not available during the rehearsal, wedding and/or reception.

Wedding Coordinator & Wedding Planner

- Chapel Pointe has a Wedding Coordinator, and this person will be your primary point of contact when planning your event(s). This is NOT a Wedding Planner that would handle details like photographers, catering, etc. The Wedding Coordinator is more of a facility representative and will be on site for most or all of your event to handle any facility-related issues.
- If you choose to have an outside Wedding Planner, please make sure your planner understands it is their responsibility to work with our Wedding Coordinator throughout the entirety of planning and executing the rehearsal, wedding and/or reception. Chapel Pointe will have the final say in the approval of details, but will work to fulfill the wishes of the wedding party as best as possible.

WEDDING REQUEST FORM

Instructions: Complete and submit this form to the Chapel Pointe office no less than 60 days before or more than 1 year in advance. After this form is submitted, a member of the Operations/Facility Team will contact you to go over the specifics of this request.

Additional Details and Disclaimer: This is a request form, and as such, Chapel Pointe cannot guarantee room/facility availability prior to approval. A \$200 deposit fee is due at the signing of this contract and the balance will be due 4 weeks in advance of the event start date. Chapel Pointe will return the security deposit after the event if the church is left in a clean and damage-free condition. If damages exceed the deposit amount, the person signing this form will be responsible for those charges. Members or close relatives of members (parents, full siblings or children) receive a 25% discount to the event cost. Events that occur during normal business hours are typically free, but may incur costs depending on scope and resources utilized for the event. The hours available for a reservation include the following: Monday-Friday (8am-10pm) and Saturday (8am-8pm). No weddings will be allowed on Sundays.

The church's facilities may not be used for activities that contradict, or are inconsistent with, the church's beliefs, as summarized in the church's Statement of Faith. For a copy of the Statement of Faith, please visit www.chapel-pointe.org/beliefs. You may also request a copy from the church office during normal office hours.

EVENT INFORMATION

Today's Date: _____ Est. Attendance: _____

Rehearsal Date: _____ Setup Time: _____

Start Time: _____ End Time: _____

Wedding Date: _____ Setup Time: _____

Start Time: _____ End Time: _____

Reception Start Time: _____ End Time: _____

Bride's Name: _____ Phone: _____ Email: _____

Groom's Name _____ Phone: _____ Email: _____

Wedding Planner: _____ Phone: _____ Email: _____

Name of the Pastor or authorized member you are requesting to officiate the wedding: _____

If not from Chapel Pointe, the name of the wedding officiant: _____

Phone: _____ Email: _____

Rooms Available and Fee Structure

Please note the rooms that are available for rehearsals, weddings and receptions in the chart below. Some rooms have restricted usage. Also, if your event meets these three criteria, the pricing structure would follow what is found in the Facility Request Form (www.chapel-pointe.org/facility-requests):

(1) wedding is no larger than 75 people, (2) event must be contained within one day (same day rehearsal if needed) and (3) existing rooms and furniture stay in place (can add tables/chairs in open spaces).

Please check the box of the rooms you wish to rent. You may contact the office with any questions or if you wish to tour the facility to see the rooms before determining what is needed.

Honorariums/fees for the officiant, musicians, photographer, videographer, florist, caterer, DJ, and other professionals you hire, equipment/supplies you rent, as well as cake, food and beverage items are not included in the prices.

√	Available Rooms and Resources	Rental Fee
	Worship Center Seats 1,000 Includes rehearsal, custodial, AVL, dressing rooms for bride/groom Time: 8 hours including set-up and clean-up; 12 hours if reception is also on site	\$1,250.00
	Chapel Seats 150 Includes rehearsal, custodial, AVL, dressing rooms for bride/groom Time: 8 hours including set-up and clean-up; 12 hours if reception is also on site	\$1,000.00
	Gathering Area Reception only; includes table and chair setup, custodial, AVL Upper: seats ~100, existing furniture is not removed, but can be added to Lower: seats ~200, existing furniture is removed to make room for tables and chairs	\$1,250.00
	Outdoor Patio (near fireplace) Wedding only, maximum of 75, must stay on the concrete pad Includes table and chair setup, custodial	\$500
	Gym Reception only, maximum of 300, near kitchen Includes table and chair setup, custodial AVL	\$500
	Kitchen Can only be used for serving, there is no cooking allowed Linens, disposable table service, and kitchen supplies are not included	No Charge
	Total Cost	
	Due Date	

APPLICANT SIGNATURE	
By signing this Wedding Contract, I hereby accept the above terms (purpose, process), facility usage policies and costs/fees as stated. I am including my \$200 deposit with this agreement.	
Signature of Applicant	Date
Facility Director Approval	Date