



# BUILDING USAGE GUIDELINES

(Members & Non-Members)

Effective September 1, 2017

Fairmount Christian Church is prohibited from engaging in activities which violate, conflict with, or are in opposition to its written statement of beliefs, mission, or vision (herein collectively referred to as "doctrines"). This church is also prohibited from condoning, promoting, or allowing any of its assets to be used in any way for activities that violate, conflict with, or are in opposition to its written doctrines. Therefore, Fairmount Christian Church **will** refuse service to any individual, whether member or not, and/or for any event/service/usage that violates, conflicts with, or is in opposition to its doctrines. This refusal includes services, benefits, and any and all use of church assets. In addition, Fairmount holds the Biblical position that marriage is between one man and one woman. *[Man/Woman as defined by biological standards.]* With that understanding, Fairmount will only host and our ministers will only conduct Biblical marriage ceremonies. If you have any questions, we will be happy to put you in touch with our Senior Minister.

## **A reservation or event will NOT be considered if:**

- It conflicts with currently reserved ministry events.
- It encroaches upon the Child Care Program's hours of operation.
- It renders the entire facility unavailable for emergency usage.
- It includes any form of solicitation or sale of goods or services.
- The event or user conflicts with Fairmount's statement of beliefs, mission, or vision.

**Fairmount Christian Church reserves the right to change or cancel any event for the sole priority of a Fairmount Corporate Event.**

**We understand the importance of every event request. If your request is denied and you feel additional consideration is necessary, please submit a written appeal to the Church Executive.**

## **Reservation Process for ALL Usage - Inside & Outside, Member or Non-Member:**

1. Pick up the applicable Usage Agreement AND a copy of the applicable Usage Guidelines from the church office (or download from [fairmountchristian.org](http://fairmountchristian.org)).
2. Review all guidelines, sign, and submit the Usage Agreement to the church office (via email at [reservations@fairmountchristian.org](mailto:reservations@fairmountchristian.org) or by fax to 804-559-8072, attention reservations). Keep the guidelines for your reference. You will be contacted regarding availability and cost. All reservation inquiries and reservations must be made in writing through the church office and are on a first come first served basis.
3. Church facilities are not available for weddings or non-ministry events on holiday weekends or during the month of December. At this time, we are not reserving the Worship Center or any part of the Worship Center facility for weddings or non-ministry-related events.
4. Reservations are not considered final until the completed and signed Usage Agreement is received and any applicable fees are paid. For non-members, dates cannot be confirmed earlier than six months prior to the date requested. Please see the fee schedule for an idea of event costs. Fees are subject to change at any time.

## **Usage Rules:**

1. **NO ALCOHOLIC BEVERAGES OR ILLEGAL CONTROLLED SUBSTANCES ARE ALLOWED ON CHURCH PROPERTY AT ANY TIME.** Individuals under the influence of such substances are also not allowed on church property. This includes in the building, parking lot, grounds, etc. Smoking is *not* permitted anywhere inside the building at any time. No food or beverages are allowed at any time in the Sanctuary, Worship Center Auditorium, or in Room 101. Disregard of this policy may result in immediate eviction from the premises without refund.
2. **Gaining Admittance to Building:** User must specify which door(s) they want unlocked for their event and of the time that those doors need to be opened. If user's participants have not all arrived by 15 minutes after the start time of the event, user must attend to the entrance to let participants enter. **DOORS ARE NOT TO BE PROPPED OPEN AND LEFT UNATTENDED.**
3. **Specific User Responsibilities:** All users are expected to leave the building, equipment, and grounds in as good as or better condition than they found them, ensuring all equipment, furniture, and decorations are placed back in their original location. All set-up, take-down, clean-up, and re-set for the event is the sole responsibility of the party using the facility.
  - A) All trash must be collected, sealed, and placed in the dumpster located at the back of the western parking lot, and fresh liners placed in all trash cans.
  - B) All equipment, including lights and overhead fans, are to be turned off at the end of the event.
  - C) Floors must be swept and/or vacuumed.
  - D) All dishes washed, dried, and put away. Any linens used should be taken home, washed, and returned on the next business day following the event.
  - E) Bathrooms are to be left in good condition with no water running, all toilets flushed, and all lights turned off.
  - F) Classrooms must be returned to their normal Sunday morning setup which may require user to vacuum the space prior to reset.
  - G) Room 132 - Users should not attempt to open or close the dividing wall at any time.
  - H) Activity Center – all floors swept, decorations removed, trash removed, dishes cleaned and removed from sink, equipment turned off, refrigerator emptied, counters cleaned, doors locked, returned to Sunday setup, etc.

4. **NO hot plates, open flames, fire experiments, etc. are permitted in the building at any time.** Cooking, baking, etc. is permitted in kitchens only with a valid reservation.
5. **The party using the facility agrees to use only the rooms requested and to refrain their guests from roaming the building or using rooms not specifically reserved.** Unattended children/teens are not allowed in the buildings, on the playground, or on the church grounds. All children/teens must be under the control of their parents at all times.
6. **Decorations, music, ministers, caterers, etc. and their applicable fees are the responsibility of the party using the facility.** For weddings, if flowers are to be left in the Sanctuary for the Sunday services, please note on the Wedding Reservation Agreement how you'd like the Bulletin announcement worded. Otherwise, all flowers and decorations must be removed by the user at the end of the event. Any items left behind will be discarded.
7. **Candles:** In the Sanctuary, plastic sheeting will be placed under candelabras and candles to prevent wax from dripping onto carpet or window sills. The candles over the baptistry are not to be lit at any time. The user must provide their own *dripless, clean-burning* candles for use in the candelabras and/or unity candle.
8. **INSTRUMENTS:** Fairmount is happy to share the instruments with which God has so richly blessed us. The person signing the Reservation Agreement, and/or the organization they represent will be financially responsible for any loss or damage to the instruments, including but not limited to, the Sanctuary organ and piano.  
**ORGAN GUIDELINES:** Anyone wishing to use the organ must first contact the Fairmount organist to receive specific instructions regarding the key and use of the organ. Arrangements for the return of the key should also be made at this time.  
The organ is not to be moved at any time.  
If needed, general instruction will be given on stops, pedals and presets. If presets are used, they must be reset to their original setting.  
All music, hymn books, bench, etc. should be left as they are found.  
If keyboard is used, correct method for turning keyboard and organ on and off will be discussed with the Fairmount organist. (ie. Keyboard on, then organ; organ off, then keyboard)  
**PIANO GUIDELINES:** The piano is not to be moved at any time.  
All music, hymn books, bench, etc. should be left as they are found.  
Piano should be properly closed and covered after use.
9. **Financial Responsibility:** The person signing the Usage Agreement, and/or the party(ies) they represent are financially responsible for any loss or damage to the building, grounds, furniture, decorations, carpet/floors, and/or equipment. Additional fees may be assessed for the cleaning of any spaces used that are left in disarray and for any soiling of the carpet which results in the need for professional cleaning.
10. **User is hereby notified that the premises are under 24-hour recorded surveillance.**
11. **Fairmount may change these policies at any time and the user agrees to be bound by the terms of the new policies.** Any policy changes will be communicated to the user immediately upon taking effect.

### Fire Pit Safety Rules & Reservations

1. The fire pit area must be reserved in advance with the Church Office.
2. A hose with nozzle must be available to extinguish the fire. If it is not, please let the Church Office know immediately.
3. There must be at least 2 adults supervising the fire at all times.
4. One adult must extinguish the fire, then return later to clean out the ashes. (Do not place ashes in the dumpster.)
5. User must bring their own wood.
6. User must properly dispose of all trash and other debris in the area.



## WEDDING USAGE FEE SCHEDULE

(Members & Non-Members)

Effective September 1, 2017

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Members and non-members: \$100 reservation fee is due at the time of reservation. All fees are due 14 days before the date of the wedding.

Returned checks will incur a \$35 fee and the reservation will be cancelled unless payment is made by cash, money order, or cashier's check no less than 5 days before the wedding date.

### The facility usage fee(s) for members and non-members is:

\$350.00<sup>a</sup> for a wedding ceremony in our Sanctuary and one-hour rehearsal the evening before the wedding; AND

\$350.00<sup>b</sup> for up to 3 hours for a wedding reception; AND/OR

\$150.00<sup>c</sup> for up to 3 hours for a rehearsal dinner.

- Fee includes the usage of the Sanctuary, a bridal party dressing room, procession room, and groom's party dressing room for the wedding ceremony and a one-hour rehearsal the evening before the wedding.
- Fee includes either the Family Life Center and kitchen or Room 132 and the kitchenette for up to 3 hours.
- Fee includes Room 132 and the kitchenette for up to 3 hours on the day of the wedding rehearsal.

### Additional mandatory fees for members and non-members:

A Fairmount-Assigned Representative - \$50 ~ will be present at the rehearsal and wedding to assist with any building-specific needs or emergencies. This person is not a wedding planner and the services included in this fee cover only the times of the wedding rehearsal and ceremony for the purpose stated. This person does not assist with decorations, bridal preparations, wedding direction, photography, etc.

#### Janitorial Services:

\$125<sup>a</sup> for a wedding and rehearsal only; AND

\$125<sup>b</sup> for wedding receptions and/or rehearsal dinners.

Fee includes setting up the Sanctuary (removing pulpit, communion table & chairs, and placing out steps); setting out any accessories the wedding party has requested for use (see attached); cleaning common areas (front foyer, restrooms) and the Sanctuary (clearing debris from pews, vacuuming). Janitorial services do NOT include any setup or take-down of tables & chairs, kitchen cleanup, removal of decorations, or trash removal. These are the responsibility of the wedding party. Additional janitorial fees may be assessed if any part of the property is left in disarray. Flowers, decorations, or other items left behind after the ceremony will be discarded unless arranged in writing in advance.

**Fees for optional services for members and non-members:** The wedding party is responsible to clearly communicate all needs in writing on a timely basis.

Minister - \$150 ~ The wedding party is responsible for contacting and arranging with a qualified minister to officiate at their wedding.

Fairmount ministers keep their own schedules. Therefore, although the church is available, the minister desired may or may not be available. Outside ministers are permissible with approval by Fairmount Christian Church. If a Fairmount minister is used, the appropriate fee will be added to your Reservation Agreement. This fee includes the minister's time at the rehearsal and wedding ceremony only.

Audio Technician ~ The wedding party is responsible for discussing their needs with a Fairmount Audio Technician to determine if one is needed. A Fairmount technician is required for all events planning to utilize the church's audio/visual system(s). This includes using microphones, playing CD's, projecting video or still images, etc. Outside DJ's are not allowed to tap into or use Fairmount's sound systems. If it is decided that a technician is needed, Fairmount's Audio Technician will contact the office directly and the appropriate fee will be added to your Reservation Agreement. Fairmount technicians do not provide video or audio taping services.

\$100.00 for an audio technician to be present for a one-hour wedding rehearsal and the ceremony; AND

\$100.00 for an audio technician to be present for up to 3 hours during a reception held on the premises.

**Contact Barry Will, Director of Technology - 559-8070 - [bwil@fairmountchristian.org](mailto:bwil@fairmountchristian.org)**

Musician Services ~ The wedding party is responsible for contacting, arranging, and paying any musicians, singers, etc.

Kitchen Representative ~ If the main kitchen will be used for a rehearsal dinner and/or reception, a Fairmount Kitchen Representative must be present and a Kitchen Usage Agreement must be completed. The church office will arrange for a Representative to be present and that person will contact you. Applicable fees will be added to your Reservation Agreement.

\$50.00 for up to 3 hours for a reception; AND/OR

\$50.00 for up to 3 hours for a rehearsal dinner.

# Additional Facility Information & Map



## Sanctuary Information: Seats 400 people

- Altar area - 21' across
- Aisle - 70' (procession room to altar)
  - 6' wide
  - 6' from 1st pew to altar
- Pews - 17 on each side of center aisle
  - 7 on each side aisle
  - 2 1/8" width (for pew bow holders)

## Room 132 Information - Seats up to 100 people

- Round tables available for use (60" diameter, seat 8), matching white plastic folding chairs; church does not have linens
- Any setup or take-down for the event is the sole responsibility of the wedding party.
- Kitchenette contains ice machine, refrigerator, small stovetop & oven, microwave, and working area.

## Family Life Center Information - Seats up to 300 people

- Combination of round (60" diameter) and rectangular (6' long) tables available for use, metal folding chairs; church does not have linens.
- Any setup or take-down for the event is the sole responsibility of the wedding party.
- Usage of the stage area requires an Audio Technician.

## Main Kitchen

- Contains commercial-grade equipment including ice machine, 2 convection ovens, gas range & oven, refrigerator, freezer, and a microwave, working area, and food service line.
- Wedding party is responsible for arranging all catering services with a caterer of their choosing.
- Fairmount Kitchen Rep must be present at all times.

## Fairmount Christian Church

### Items Available for Use During Onsite Wedding Ceremonies



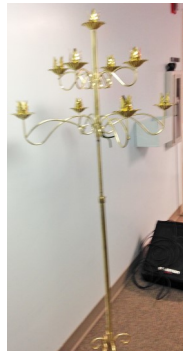
**7-Branch Adjustable Candelabra - Set of 2**

- Can be adjusted as shown.
- Brass color
- Wedding party provides their own dripless, clean-burning taper candles, up to 7/8" in diameter.
- Wedding party may embellish with their own non-flammable, removable decorations.



**Unity Candle Holder - 1 Unit**

- Center section can hold a pillar (up to 4" diameter) or taper (7/8" diameter)
- Two side candles hold 7/8" diameter tapers.
- Brass color
- Wedding party provides their own dripless, clean-burning candles.
- Wedding party may embellish with their own non-flammable, removable decorations.



**9-Branch Round Candelabra - Set of 2**

- Fixed configuration as shown.
- Brass color
- Wedding party provides their own dripless, clean-burning taper candles, up to 7/8" in diameter.
- Wedding party may embellish with their own non-flammable, removable decorations.



**Portrait Easel - 1 Unit**

- Cherry wood finish



**Guest Book Stand - 1 Unit**

- Oak writing service and small shelf
- White wrought iron
- Grape/grapevine motif



# Wedding Party Checklist

Please use this checklist to aid you in performing the necessary tasks and to ensure that you don't leave behind any important items.

Wedding Party: \_\_\_\_\_ Date of Wedding: \_\_\_\_\_

## Items for which the wedding party is responsible:

### Wedding Ceremonies

- \_\_\_\_\_ Removed all decorations from Sanctuary and foyer areas
- \_\_\_\_\_ Removed all belongings from Bride's Room
- \_\_\_\_\_ Removed all belongings from Groom's Room
- \_\_\_\_\_ Removed all belongings from Procession Room
- \_\_\_\_\_ Received back any CD's, DVD's, etc. used by Audio Technician during ceremony
- \_\_\_\_\_ Returned any furnishings or equipment moved by the wedding party to their original locations
- \_\_\_\_\_ Bathrooms - no water is running, all toilets flushed, lights turned off

### Receptions/Dinners - Room 132 and Kitchenette

- \_\_\_\_\_ Removed all decorations and personal belongings
- \_\_\_\_\_ Removed all trash, placed in dumpster, and replaced trash liners
- \_\_\_\_\_ Returned tables to storage closet; chairs in Rm. 132 set up according to diagrams on each side
- \_\_\_\_\_ Removed all items from refrigerator, freezer, etc.
- \_\_\_\_\_ Turned off all equipment (ovens, dishwashers, fans, etc.)
- \_\_\_\_\_ Dishwasher drained, cleaned, and turned off
- \_\_\_\_\_ Washed, dried, and put away all dishes, utensils, etc.
- \_\_\_\_\_ Cleaned all kitchen surfaces
- \_\_\_\_\_ Removed any soiled linens (wedding party must provide their own linens, dishtowels, etc.)
- \_\_\_\_\_ Swept kitchen floor and wiped up any spills

### Receptions/Dinners - Family Life Center & Main Kitchen

- \_\_\_\_\_ Removed all decorations and personal belongings
- \_\_\_\_\_ Removed all trash, placed in dumpster, and replaced trash liners
- \_\_\_\_\_ Returned all tables & chairs to proper storage closet
- \_\_\_\_\_ Removed all items from refrigerator, freezer, etc.
- \_\_\_\_\_ Turned off all equipment (ovens, dishwashers, fans, etc.)
- \_\_\_\_\_ Dishwasher drained, cleaned and turned off
- \_\_\_\_\_ Washed, dried and put away all dishes, utensils
- \_\_\_\_\_ Cleaned all kitchen surfaces
- \_\_\_\_\_ Removed any soiled linens (wedding party must provide their own linens, dishtowels, etc.)
- \_\_\_\_\_ Swept kitchen and Family Life Center floors and wiped up any spills

**Please leave this form on the last pew in the sanctuary (or in the kitchen for receptions) for the Janitor.**

Wedding Party Signature: \_\_\_\_\_

Janitor Signature: \_\_\_\_\_

Fairmount Christian Church

# Wedding Reservation Agreement

P.O. Box 788 ♦ Mechanicsville, VA 23111

Tel: 804-559-8070 ♦ Fax: 804-559-8072 ♦ Email: reservations@fairmountchristian.org

Agreement must be completed, signed and accompanied by \$100 non-refundable reservation fee.

Today's Date & Time: \_\_\_\_\_

Wedding Date: \_\_\_\_\_ Setup Start Time: \_\_\_\_\_ Ceremony Start Time: \_\_\_\_\_

Reception (only if held at Fairmount): Setup Start Time: \_\_\_\_\_ Reception Start Time: \_\_\_\_\_

Reception End Time: \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_ Setup Start Time: \_\_\_\_\_ Rehearsal Start Time: \_\_\_\_\_

Dinner (only if held at Fairmount): Setup Start Time: \_\_\_\_\_ Reception Start Time: \_\_\_\_\_

Reception End Time: \_\_\_\_\_

BRIDE'S NAME: \_\_\_\_\_ E-mail: \_\_\_\_\_

Full Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell: \_\_\_\_\_ Other: \_\_\_\_\_

GROOM'S NAME: \_\_\_\_\_ E-mail: \_\_\_\_\_

Full Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell: \_\_\_\_\_ Other: \_\_\_\_\_

Other Contact Person: NAME: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_

Reservation Fee **\$100.00\***

FEES: Facility \_\_\_\_\_

Fairmount Rep's Name (Arranged by Fairmount): \_\_\_\_\_ **50.00**

Janitor's Name (Arranged by Fairmount): \_\_\_\_\_

Minister's Name & Church (Arranged by wedding party): \_\_\_\_\_

Audio Tech's Name (Need determined by wedding party): \_\_\_\_\_

Musician's Name (Arranged by wedding party): \_\_\_\_\_

\*Kitchen Rep's Name (For use of the main kitchen only): \_\_\_\_\_

Room(s) Requested: \_\_\_\_\_ Total Due: \_\_\_\_\_

**Wedding Ceremony**

**Dinners/Receptions**

\* Reservation fee is non-refundable and is not applied to any other amounts due.

Sanctuary (400 people)

\_\_\_\_\_ 132A (Up to 50 people, kitchenette)

Groom's Party Dressing Rm.

\_\_\_\_\_ 132A&B (Up to 100 people, kitchenette)

Bridal Party Dressing Rm.

\_\_\_\_\_ 170 (FLC) (Up to 300 people)

130 (Procession Rm)

\_\_\_\_\_ Main Kitchen\* (Complete Kitchen Usage Agreement on reverse.)

Notes & Setup Items Requested: \_\_\_\_\_  
\_\_\_\_\_

Audio/Visual Needs: \_\_\_\_\_  
\_\_\_\_\_

Will you be leaving your wedding flowers for use in Sunday's Worship services? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, how would you like the Bulletin announcement worded? \_\_\_\_\_

I agree to the policies and fees as outlined in the **Wedding Policy & Fee Agreement, Building Usage Guidelines** which I have received and read. By using the space, I agree that I have read and am responsible to follow the Building Usage Guidelines provided.

Signature of Responsible Party: \_\_\_\_\_ Date: \_\_\_\_\_

FOR OFFICE USE ONLY Approved By: \_\_\_\_\_ Entered: \_\_\_FS \_\_\_Calendar Date: \_\_\_\_\_ Revised: 09-01-2017

Deposit Rec'd: Date/Ck/Amt \_\_\_\_\_ Balance Rec'd: Date/Ck/Amt \_\_\_\_\_

Fairmount Christian Church

# Main Kitchen Usage Agreement

P.O. Box 788 ♦ Mechanicsville, VA 23111

Tel: 804-559-8070 ♦ Fax: 804-559-8072 ♦ Email: reservations@fairmountchristian.org

Agreement must be completed, signed and accompanied by \$50 non-refundable reservation fee.

1. Use of Fairmount’s main kitchen facility must be scheduled through the church office.
2. A Fairmount Kitchen Ministry Team Member must be present during the entire time that the main kitchen is being used. The church office will arrange for an approved person to be present and that person will contact you directly.
3. Wedding parties must provide their own paper goods such as foil, plates, napkins, utensils, plastic wrap, etc.
4. Wedding parties are responsible for all catering, setup, take-down, etc.
5. Wedding parties must provide their own linens including dish towels, tablecloths, etc. and remove their soiled linens at the end of their event.
6. The Wedding Party Checklist must be completed, signed and left for the Janitor before the responsible party leaves the event. This checklist will guide you through the procedures that need to be followed to assure a safe, clean environment in the main kitchen.

Name of Wedding Party: \_\_\_\_\_

Description of Use: \_\_\_\_\_

Date & Time of Use: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

FOR OFFICE USE ONLY Approved By: \_\_\_\_\_ Entered: \_\_\_\_FS

Kitchen Ministry Team Member’s Name: \_\_\_\_\_ Revised 09-01-2017