

First Christian Church of Troy
Use Policy

User _____

Proposed Use _____

Date/Time _____

Party Responsible for clean-up _____

Phone _____

Adult members using Fellowship Hall for family functions are required to get church office approval and reserve the date. A donation to the church would be appreciated.

Adult members wanting to host a non-profit function are required to get church office approval and reserve the date. A donation to the church would be appreciated.

Outside Groups and Non-members

The facility is available only to non-profit organizations

All rules and regulations apply to outside groups and non-members plus a fee of \$110 per day charge will be assessed.

Users are responsible for any damage and/or replacement of church property.

A \$100.00 deposit will be returned when the facility is returned to original condition (tables and chairs returned to original positions - decorations removed - floors swept and vacuumed - trash taken to dumpster - A/C and heat turned down - lights turned off.

Church property is not to be loaned or used outside the church building.

Upon signing this use policy, the user and all guests release the First Christian Church from all liability which may result from the use of its facilities.

Signature _____

We agree to comply with the rules and regulations of the First Christian Church at Troy regarding the Wedding and Use Policy.

Upon signing the policy the user and all guests release the First Christian Church from all liability which may result from the use of it's facilities.

Bride's Signature _____

Groom's Signature _____

Please return this form to the church office at your earliest convenience as your reservation can be confirmed only upon receipt and approval of the church office.

Wedding Policy Information Sheet/Rules/Fees

Wedding Policy Information

First Christian Church
120 S. Liberty, Box 156
Troy, Kansas 66087
785-985-3846

Wedding Date _____ Time _____

Rehearsal Date _____ Time _____

Name of Bride _____ Phone _____

Name of Groom _____ Phone _____

Minister Officiating _____

Address/Phone _____

Information About the Wedding

Using church sound/music system Yes____ No ____

Rehearsal Date/Time _____

Rehearsal Dinner at church Yes____ No ____

If Yes/Time _____ Number of Guests _____

Reception at church Yes____ No ____

If Yes/Number of Guests _____

Person Responsible for Clean-up _____

We agree to comply with the rules and regulations of the First Christian Church at Troy regarding the Wedding and Use Policy.

Upon signing the policy the user and all guests release the First Christian Church from all liability which may result from the use of it's facilities.

Bride's Signature _____

Groom's Signature _____

Please return this form to the church office at your earliest convenience as your reservation can be confirmed only upon receipt and approval of the church office.

Fees for Church Facilities

Wedding (Includes Rehearsal/Ceremony/Reception)	Member	Donation
	Non-member	\$150.00

Sanctuary only	Member	Donation
	Non-member	\$100.00

Use of Fellowship Hall for Rehearsal Dinner or Showers	Member	Donation
	Non-member	\$50.00

Deposit	Member	\$100.00
	Non-member	\$100.00

The deposit will be refunded after the facilities and any items used are cleaned and left in order (tables and chairs returned to original position - decorations removed - floors swept and vacuumed- trash taken to dumpster - A/C or heat set - lights off, etc.) If not cleaned properly, the deposit will not be refunded.

Church Fees.....Make payment to First Christian Church
One check for fee and one check for deposit.
Fees must be paid at least 2 weeks before the wedding date.

Ministerial Honorarium is the responsibility of the bride and groom and should be given to the minister prior to the ceremony.

Fees for Sound System Operator, Organist/Pianist, Vocalist is the responsibility of the bride and groom and should be given prior to the ceremony.

The information sheet must be submitted to the church office for approval before the date can be reserved on the calendar.

If anyone wants to use a minister who is not presently employed at the Troy First Christian Church, it must be approved by our minister, elders, and the church board.

We reserve the right to refuse the use of the building to anyone under any and all circumstances.

Deposits are refundable if the event is cancelled.

The church will be reserved on a first come, first served basis.

Rules Concerning Use of the First Christian Church

The following are the guidelines to be followed by all who use the First Christian Church of Troy, Kansas.

1. Dates and times of all events are to be cleared with the minister and approved by the church office before any final date is set.
2. No intoxicating beverage of any kind, illegal drugs or tobacco products are to be served or consumed on church property or grounds.
3. Air conditioning/heating will be turned on only at a reasonable time before any scheduled event. Please contact the minister as to suggested time schedule.
4. The First Christian Church is not responsible for any items brought to the church.
5. Our church facilities were paid for and are maintained by our members. The conduct of you and your guests is expected to be in the same manner as one of our members, or as a guest, with the same concern for the facilities and rights of others. You are responsible for any damage to church property or equipment caused by you or your guests.
6. No dances are to be held at the church.
7. Sanctuary furnishings are not to be moved without contacting the minister of this church.
8. No nails, staples, or other such devices are to be driven into any portion of the church premises or into any tables, chairs, or other church property. No tape shall be affixed to walls or ceilings of the church where damage might mar the finish or appearance of the building or contents.
9. Nothing shall be brought in or used which would create a fire hazard or a risk of injury to persons or property.
10. The facility is to be returned to original condition - tables and chairs returned to original positions - decorations removed - floors swept and vacuumed - trash taken to dumpster - A/C or heat turned back to previous settings - lights turned off.

Rules Concerning Weddings at the First Christian Church, Troy, Kansas

It is our desire to make each wedding deeply meaningful and significant to each couple. It is also our feeling that each wedding can be properly conducted in a beautiful way as we understand each other and cooperate in all of the areas of planning together.

The following are the guidelines to be followed by all who wish to be married in the First Christian Church of Troy, Kansas.

1. Dates and times of all weddings are to be cleared with the minister and approved by the church office before any final date is set.
2. A period of counseling with the bride and groom will be conducted by the minister prior to the wedding.
3. No intoxicating beverage of any kind, illegal drugs or tobacco products are to be served or consumed on church property or grounds.
4. It is the responsibility of the individual using the sanctuary to contact a church approved sound operator.
5. Air conditioning/heating will be turned on only at a reasonable time before any scheduled event. Please contact the minister as to suggested time schedule.
6. The First Christian Church is not responsible for wedding gifts or any items brought to the church.
7. Our church facilities were paid for and are maintained by our members. The conduct of you and your guests is expected to be in the same manner as one of our members, or as a guest, with the same concern for the facilities and rights of others. You are responsible for any damage to church property or equipment caused by your wedding party or guests.
8. No wedding dances are to be held at the church.
9. Sanctuary furnishings are not to be moved without contacting the minister of this church.
10. No nails, staples, or other such devices are to be driven into any portion of the church premises or into any tables, chairs, or other church property. No tape shall be affixed to walls or ceilings of the church where damage might mar the finish or appearance of the building or contents.
11. Nothing shall be brought in or used which would create a fire hazard or a risk of injury to persons or property.