



Wedding Facility Use Policy

BRIDE _____ & GROOM _____

Proposed DATE _____

Congratulations on your upcoming wedding. God has entrusted our church with an amazing facility to use for his glory. These documents are intended to help the church ensure the King of Kings Church Facility is used well and unto this end. We are pleased you have chosen King of Kings Presbyterian Church for your special occasion. We are excited to be working with you to make your wedding the meaningful event you want it to be.

We want your wedding to be beautiful in every way. To help accomplish this, we have appointed a wedding venue coordinator to help support you and your guests during the Wedding Rehearsal and Wedding Ceremony at our church.

Please carefully read through this policy and mark any items that you may have questions about. Feel free to email our wedding venue coordinator, Amy Rosenbaum at weddings@kkchurch.org or call at 623-692-8117. She will be happy to answer any questions you have.

General Guidelines

- The facility may not be used for any purpose or activity which conflicts with the beliefs of the church. These beliefs are summarized in the *Westminster Confession of Faith Larger and Shorter Catechisms*, which the Presbyterian Church in America has adopted as containing the system of doctrine taught in the Holy Scriptures.
- Priority in use will be given to the ministries and membership of our church. When possible it is also our desire to allow individuals and organizations to use the facility.
- Any use of the facility falls under the oversight of the Church's leadership: the Session, Deaconate, and/or Staff.
- No commitment for building use is final until the *Facility Use Application* has been approved and all necessary fees have been paid.

Specific Guidelines

1. **Care for the Facility:** All persons and/or groups using the facility are expected to exercise necessary care to prevent damaging the facility. For instance, decorations should not be attached with tape or anything that may damage surfaces. Failure to sufficiently care for the facility will result in forfeiture of all or a portion of the security deposit or incur additional charges as determined by the Church. If damage to the facility does occur it must be reported to church personnel immediately.

2. **Pastoral Services/Premarital Counseling:** Venue rental does not include pastoral services. If you would like recommendations, please let us know.
3. **Removal of Church Property:** Church property such as chairs, tables, etc. may be used when using the facility, but Church property may not be removed from the premises without prior approval indicated in the *Facility Use Application*. Any removal of church property may result in a fee and/or replacement of the item if not returned on time, clean, and in the same condition. Further church consumables such as kitchen, office, or classroom supplies may not be used unless approved in the *Facility Use Application*.
4. **Sound System & Piano Use:** Permission to use the sound system or piano must be granted in the *Facility Use Application*. The system must only be operated by church personnel. The piano should not be moved. **Please provide music of your choice using a USB drive prior to your wedding date.**
5. **Flowers and Florists:** You must provide your own flowers for your Wedding Ceremony and/or Wedding Rehearsal. We ask that you use protection when using flowers and candles to prevent damage to the church furniture and flooring. You or your florist are responsible for all clean up within the allotted time frame.
6. **Wedding Rehearsal:** The rehearsal is important to ensure your wedding day runs smoothly. We recommend that everyone in the wedding party be present. It is important that the wedding rehearsal begin and end on time. The couple will be responsible for seeing that everyone is at the appointed place at the appointed time. Wedding rehearsal usually takes one hour.
7. **Wedding Ceremony:** On the wedding day, the facility may be used for 2 hours prior to the wedding and 1 hour following the wedding. Please notify your vendors of this time frame. Additional hours can be purchased at the published rate.
8. **Wedding Reception:** On the wedding day if you choose to have a reception in our facility/courtyard you will be allotted 4 hours (unless granted in the *Facility Use Application*) to use the facility immediately following the wedding ceremony. This time frame will also include clean-up time. Additional hours can be purchased at the published rate.
9. **Additional Hours:** If you feel that you may need more time for any wedding event additional hours may be purchased.
10. **Supervision of Children and Youth:** King of Kings church seeks to provide a safe environment for children and youth. All users of the facility are expected to follow the guidelines of this policy including the following:
 - a. No fewer than two adults should be present at all times during any program or event involving children
 - b. Adult supervision is required at all times both inside and outside of the church property including the parking lot
 - c. Children and or siblings of group members must stay with the group or under care of additional adult supervisors
 - d. Nursery may be used if approved in the Facility Use Application as long as two adults are present. You are responsible for the clean-up of the nursery if you choose to use.
11. **Miscellaneous Items:**
 - a. Dancing is permitted in our facility. We ask you use music that is censored from inappropriate language/sexual content and at auditory levels that don't disturb surrounding neighbors. We do not provide music, sound system or a dance floor. All music must be turned off by 10pm.
 - b. Unruly behavior is not permitted. The Bride and Groom are responsible for the behavior of their guests. If King of Kings' church personnel determines that any guest from the party has become unruly, disruptive, or destructive, they will alert the bride or groom and ask that such

guest be controlled or removed from the premises. They may also call any authority they see necessary to control the situation.

12. Photography: You are welcome to hire a photographer and/or videographer of your choice. We always love seeing photos of the weddings held in our facility. If you are willing to share your photos and videos, please sign the photo release portion below.

13. Cancellations: Notice of cancelation must be given to King of Kings Church in writing for a Wedding and/or Wedding Reception. If cancellation is given less than 30 days prior to the event all fees paid (including the security deposit) will be forfeited. If any cancellation is made more than 30 days prior to your event, only your \$300 security deposit will be forfeited.

14. Photo Release

I grant permission for King of Kings, PCA to use my photographs in print or online materials designed for advertising, social media, and website purposes related to King of Kings, PCA.

Signature: _____ Date: _____

Thank you for choosing King of Kings, PCA for your wedding. If you have any questions regarding these policies, please do not hesitate to contact us. We are looking forward to your wedding day.

I agree to the above terms and conditions:

Responsible Party Name

Print: _____

Signature: _____

Date: _____

King of Kings, PCA Representative



Wedding Facility Use Application

Please return completed form to the church office as far in advance of date requested as possible. Your date is not reserved until this form is approved and ALL FEES are received.

I am requesting a reservation for a Ceremony Reception

1. Contact Information

Bride: _____

Phone _____ Email: _____ @ _____

Address: _____

Groom: _____

Phone _____ Email: _____ @ _____

Address: _____

2. Date(s) and Time of Facility Use:

Date of Wedding Ceremony: _____ Start Time of Ceremony: _____

Will you be taking pictures on-site? _____ If so, before or after ceremony: _____

Would you like to hold a rehearsal/set up at the church prior to your wedding? _____

If yes, requested date of Rehearsal/Set Up: _____ Time: _____

The reserved room/space may not be used before or after the approved timeslot-even if there are no other reservations before or after your reserved time. Only reserved rooms/areas may be used the day of reservation.

For Reception Use:

Date of Wedding Reception: _____ Start Time of Reception: _____

3. **Minister Name:** _____ **Church:** _____

Phone _____ Email: _____ @ _____
(you may also request one of our ministers to officiate the service for an additional fee)

4. **Estimated number of people attending:** _____

5. **Areas of the Facility Requested:**

____ Worship Hall ____ Narthex ____ Courtyard ____ Library or Nursery for dressing
____ Kitchen (if you are hosting a reception at the church)

6. **Equipment Requested:**

____ Piano (this cannot be moved) ____ Audio Equipment ____ Welcome Table

____ Tables/Chairs (for the reception) Note that linens are not included.

____ Kitchen Equipment for a reception. (If a private catering service is used for the event, the caterer must furnish all equipment and remove immediately after the event. Storing of catering equipment is not permitted. Maricopa County Health Department requirements state that all food must be prepared and initially cooked in a separate facility. There are no exceptions to this rule. The Kitchen may only be used to warm or heat up food.)

7. **Custodial/Cleanup:** Please remove all trash and personal belongings, return any church items to its proper place.

8. **Special Requests:** Other requests not previously mentioned.

9. **Fees:** All users are asked to share a portion of the expenses the church incurs in owning and operating the facility. Fees will be calculated based on requested usage and must be **paid in full** upon receiving approval of one’s application in order for the reservation to be complete.

Anticipated Fees (to be collected at reservation request). I agree that if I add additional services, I will pay for them immediately upon request of such services. Additional services requested less than 2 weeks from ceremony date may not be granted.

\$ _____	For Wedding
\$ _____	For Reception
\$ _____	\$300 For Security Fee
\$ _____	For Other
Total due: _____	

Note: We ask that your payment be made in the form of **one payment**. The security fee will be included in this one payment and deposited. If there are no damages, your security fee of \$300 will be refunded to you from King of Kings. **If a cancellation is made at anytime after payment has been made, the \$300 will be forfeited.**

Initial the following:

____The persons/organization requesting the use of King of Kings PCA hereby absolves the church, its pastors, leadership, and members of any liability for personal injury to any individual resulting from the use of the church facilities and agrees to be responsible for any property damage that results during the use of the facilities. Please report any damages to the church office immediately.

____I have read this Agreement and agree to the terms and conditions. I understand that by signing this application for use shall be responsible for paying costs incurred by the church in cleaning, repairing or otherwise refurbishing any part of the building and it’s furnishings and equipment which, in the judgment of the facilities coordinator has been carelessly or irresponsibly subjected to more than normal wear and tear by the person(s)/group involved

Responsible Party Name

Print: _____ Signature: _____

Print: _____ Signature: _____

Date: _____

For Office Use:

Reservation Taken By _____ Date: _____

Amount Paid: _____ Method of Payment: _____



Facility Use Pricing Guidelines¹ for Weddings

Wedding Service Rental Includes: Use of Worship Hall Narthex, Courtyard, On-site Wedding Venue Coordinator/Audio Support, and 2 changing rooms (4 consecutive hours including setup and cleanup). Wedding rehearsal also included (1.5 consecutive hours on the date agreed upon).	\$1,500
Wedding Reception Rental Includes: Use of Courtyard and/or Narthex, warming kitchen, table and chair usage (4 consecutive hours including setup and cleanup time).	\$1,000
Security Fee	\$300
Additional Hour(s) (when added to a wedding service or wedding reception package.)	\$100/hour

How did you hear about us? _____

Follow us and tag us on social media @kkweddingsaz

¹ These figures are guidelines and are subject to change without notice prior to finalization of contracts.