

Wedding **Activity Center** Use Statement revised July 2020.

## **Clear Lake Church of the Nazarene**

**14310 Hwy. 3, Webster, Tx 77598 / [staff@clearlakenazarene.org](mailto:staff@clearlakenazarene.org) /  
281-486-9581.**

# **Wedding Activity Center Use Statement**

### **Introduction:**

Clear Lake Church of the Nazarene welcomes those who wish to use our facilities. We want to serve the community and provide a safe, family friendly; environment for your activity needs.

### **Responsibilities for Building & Facility Use**

1. In promotion of this mission, the Church may provide services or goods to, and may allow use of its facilities by, other groups and persons who are not members of the Church of the Nazarene. Clear Lake Church of the Nazarene reserves the right to deny facility usage to any party whose activity is deemed contrary to the practice, doctrine and policy expressed in the Manual of the Church of the Nazarene.

2. Your group shall designate a Wedding Event Leader and Alternate Wedding Event Leader who will be the contact persons. These persons shall make arrangements for the use of the building via the CLCN Wedding Coordinator. If the Wedding Event Leader is not on site during the event, the Alternate Wedding Event Leader will be responsible for control of the event and attendees. In case of emergency, the person acting as on-site Wedding Event Leader should be reachable by cell phone at all times during the event

3. The CLCN Wedding Coordinator is responsible to educate the Wedding Event Leader on all posted evacuation plans. In case of an emergency evacuation, the Wedding Event Leader, or Alternate Wedding Event Leader will confirm that all personnel have left the facility and Emergency Services has been contacted.

4. The time and date request form must be submitted to the CLCN Wedding Coordinator and be approved by the Senior Pastor, Wedding Coordinator and Building Coordinator.

5. The Wedding Event Leader and Alternate Wedding Event Leader shall sign and abide by the **Wedding Event Leader Accountability Contract**.

6. If there is a change to the groups meeting date/time, the Wedding Event Leader will call the church staff at least **3 months prior** to the event. Changes in dates or times will only be made if they do not conflict with activities at the church. No assurance can be given that a change will be granted.

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6. If there is a change to the groups meeting date/time, the Wedding Event Leader will call the church staff at least **3 months prior** to the event. Changes in dates or times will only be made if they do not conflict with activities at the church. No assurance can be given that a change will be granted.

7. All groups are prohibited from wandering the halls, other rooms, or moving into other areas of the building not associated with the use permits.

8. If the wedding officiant is not a licensed minister of CLCN, then the wedding officiant must be approved by the senior pastor of CLCN. If CLCN does not have a senior pastor on staff, then the wedding officiant must be approved by a licensed minister of CLCN and the church board.

### **General Conditions for Building/Facility Use**

1. There will be no alcoholic beverages, tobacco products, smoking, vaping and/or illegal drugs of any kind on the church property.

2. The use of abusive language and/or behavior will not be permitted.

3. There will be no signs or advertisements placed on church property without prior consent

4. Observe parking signs posted for handicapped and senior citizens. The loading and unloading of vehicles at curbs are allowed, but vehicles must be moved to a parking space when loading and unloading is completed.

5. Gambling and any other illegal activities are not allowed on church property.

6. It is recommended that any group wishing to make arrangements for on-site security personnel contact the local Police Department directly.
7. There will be no dancing or music that is deemed contrary to the practice, doctrine and policy expressed in the Manual of the Church of the Nazarene or that the CLCN Wedding Coordinator finds inappropriate.
8. No decoration can be attached to the walls, ceiling or any permanent structure.
9. The wedding reception/event will not exceed 3 hours in length or the time deemed appropriate by the CLCN Wedding Coordinator.

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10. The kitchen use policy for non-members must be adhered to by the wedding party and any vendors hired by the wedding party.

11. Tables and chairs are furnished by CLCN. Any linens, flat wear, dishes, plates, & table décor are supplied by the wedding party. The CLCN Wedding Coordinator will work with the wedding party to plan the tables and chairs needed and their arrangement.

### **Damage to Facility**

It will be the responsibility of the Wedding Event Leader and or Alternate Wedding Event Leader to assure that there is no damage to lighting, fixtures, walls, doors, projectors, technical equipment, plumbing, or any other furnishings anywhere on campus. The deposit collected at time of the approval of the sanctuary use agreement will be used to repair damages. Any damages that are in excess of the deposit will also be the responsibility of the Wedding Event Leader.

### **Description of Fees**

1. Use Fees: These fees are determined by the requested space, equipment and personnel per the fee schedule.

2. Deposit: A \$\_\_\_\_\_ deposit is required to hold a date and space. Some or all of the deposit may be used to repair the activity center or any used buildings back to original condition if damages are incurred. The deposit may be refunded if the event is cancelled more than **90 days** before the date of the event. Otherwise, the deposit is non-refundable.

**I acknowledge that I have read the Wedding Activity Center Use Statement and agree to abide by the terms listed.**

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

(Wedding Event Leader)

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

(Alternate Wedding Event Leader)

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## **Liability Release and Waiver Agreement**

\_\_\_\_\_ (“User”) has been authorized to use certain facilities as detailed on the **Wedding Activity Center** Use Statement at Clear Lake Church of the Nazarene (“CLCN”) and its associated equipment, furniture, fixtures, and amenities including. User understands and agrees that CLCN, its Pastors, administrators, board members employees or agents is not responsible or liable for any injury or damage caused to User, its guests, invitees, or their respective property (collectively, “Indemnitees”).

User understands and agrees that in consideration of being authorized to use CLCN facilities, User hereby personally assumes any and all risks involved in connection with any activities undertaken at CLCN. User releases forever the aforementioned parties from any harm, injury, or damage that may occur to Indemnitees, including any and all risks connected therewith, whether foreseen or unforeseen, including any risks created an/or harm caused by any negligent act (excluding gross negligence or reckless behavior) or acts of any or all of the above mentioned parties. Furthermore, User holds harmless the above-mentioned parties from any claim by User, its representatives, or their assigns, arising out of User’s use of CLCN facilities.

User further agrees to pay for or reimburse CLCN for any and all damages or repairs to the facilities and/or equipment arising out of User's use of CLCN facilities.

User further understands and agrees that the representations contained herein are made for the purposes of inducing CLCN to provide User access to CLCN facilities. The terms herein are contractual, and that they are not a mere recital or simply for informational purposes. User has read, understood and fully been informed of the contents of this agreement.

By: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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## **Wedding Activity Center Fees for Members**

deposit  
activity center  
set up  
custodial fee  
sound system  
audio director  
total

### **Classification of Users**

1. Formal members and regular attenders are considered Members in regards to the fee schedule.
2. Non - Members are those parties not defined above.

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### **Wedding Activity Center Fees for Non-**

|                 |      |
|-----------------|------|
| Deposit         | 500  |
| Activity Center | 1000 |
| Set Up          | 150  |
| Custodial       | 150  |
| sound system    | 150  |
| audio director  | 150  |
| total           | 2100 |

### **Members**

#### **Classification of Users**

3. Formal members and regular attenders are considered Members in regards to the fee schedule.
4. Non - Members are those parties not defined above.

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**Wedding Activity Center Tables and Chairs  
Request Form**

**This form is to be completed by the CLCN Wedding Coordinator to  
aid with set up.**

**Number of guests \_\_\_\_\_**

**Round tables \_\_\_\_\_**

**Long tables \_\_\_\_\_**

**Chairs \_\_\_\_\_**