

Wedding/ **Sanctuary** Use Statement revised July 2020.

Clear Lake Church of the Nazarene

14310 Hwy. 3, Webster, Tx 77598 / staff@clearlakenazarene.org /
281-486-9581.

Wedding Building Use Request for Sanctuary and or Activity Center

Wedding Date Requested: _____

Rehearsal Date Requested: _____

Will the Activity Center be used for the reception? Yes no

Approved by Senior Pastor* (signature required)

Approved by Building Coordinator (signature
required) _____

Approved by Wedding Coordinator (signature required)

Administrative Response

Request approved: ___ Yes ___ No

Wedding Event Leader _____
phone _____

Email _____

Alternate Wedding Event Leader _____
phone _____

Email _____

Sanctuary Deposit _____

Activity Center Deposit _____

Date Deposit(s) received _____

Received by (signature required) _____

Balance due _____ at least 30 days before event.

Balance received by (signature required) _____

*If CLCN has no Senior Pastor on staff, then a licensed minister of CLCN may approve.

Wedding/ **Sanctuary** Use Statement revised July 2020.

Clear Lake Church of the Nazarene

**14310 Hwy. 3, Webster, Tx 77598 / staff@clearlakenazarene.org /
281-486-9581.**

Wedding /Sanctuary Use Fees for Members

Deposit
Wedding Coordinator
Building Coordinator
Minister of CLCN*
Organist (optional)
Pianist (optional)
Audio Director
Custodial
Candelabra (optional)

*Wedding officiant must be approved by Senior Pastor of CLCN.

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.

Wedding/ **Sanctuary** Use Statement revised July 2020.

Clear Lake Church of the Nazarene

**14310 Hwy. 3, Webster, Tx 77598 / staff@clearlakenazarene.org /
281-486-9581.**

Wedding/Sanctuary Use Fees for Non-Members

Deposit

Wedding Coordinator

Building Coordinator

Minister of CLCN*

Organist (optional)

Pianist (optional)

Audio Director

Custodial

Set up

Candelabra (optional)

*Wedding officiant must be approved by Senior Pastor of CLCN.

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.

Wedding/ **Sanctuary** Use Statement revised July 2020.

Clear Lake Church of the Nazarene

**14310 Hwy. 3, Webster, Tx 77598 / staff@clearlakenazarene.org /
281-486-9581.**

Wedding Sanctuary 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 Building Coordinator and or CLCN Wedding Coordinator are 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**.

Wedding/ **Sanctuary** Use Statement revised July 2020.

Clear Lake Church of the Nazarene

14310 Hwy. 3, Webster, Tx 77598 / staff@clearlakenazarene.org / 281-486-9581.

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, 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.

Wedding/ **Sanctuary** Use Statement revised July 2020.

Clear Lake Church of the Nazarene

**14310 Hwy. 3, Webster, Tx 77598 / staff@clearlakenazarene.org /
281-486-9581.**

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 sanctuary 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 Sanctuary Use Statement and agree to abide by the terms listed.

Signature: _____ Date: _____
(Wedding Event Leader)

Signature: _____ Date: _____
(Alternate Wedding Event Leader)

Wedding/ **Sanctuary** Use Statement revised May 19, 2020.

Clear Lake Church of the Nazarene

**14310 Hwy. 3, Webster, Tx 77598 / staff@clearlakenazarene.org /
281-486-9581.**

Wedding Event Leader Accountability Contract

I _____, confirm that I am the designated event leader for the _____ wedding party to be held at

Clear Lake Church of the Nazarene on ___/___/_____ and any associated events or

rehearsals. I _____, confirm that I am the Alternate

Wedding Event Leader for the above listed.

Wedding Event Leader Requirements

1. All decoration and decorative equipment are to be supplied by the wedding party unless specified by the CLCN Wedding Coordinator.
2. All decoration and decorative equipment are to be completely and promptly removed after the wedding ceremony without damage to walls, or other surfaces.
3. Decorations may not be attached to the pews, carpeting, or other furniture by pinning, gluing, nailing, tacking, or taping.
4. Pew bows, bouquets and ribbons will be permitted with the use of padded pew hooks provided by CLCN.
5. Only dripless candles may be used during the ceremony.
6. No rice, confetti, or similar substance or litter may be thrown in the church or on the church premises.
7. All furniture that is moved must be replaced where originally found.
8. After the wedding ceremony, make sure the area is completely picked up and restored to the same condition as found.
9. Dispose of all garbage and waste paper in the proper receptacles.

Wedding/ Sanctuary Use Statement revised May 19, 2020.

Clear Lake Church of the Nazarene

**14310 Hwy. 3, Webster, Tx 77598 / staff@clearlakenazarene.org /
281-486-9581.**

Damage to Facility

It will be the responsibility of the 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. Clear Lake Church of The Nazarene may withhold deposit money and or request additional payment if damages occur.

**I acknowledge that I have read the Wedding Event Leader
Accountability Contract and agree to abide by the terms listed.**

Signature: _____ Date: _____
(Wedding Event Leader)

Signature: _____ Date: _____
(Alternate Wedding Event Leader)

Wedding/ **Sanctuary** Use Statement revised July 2020.

Clear Lake Church of the Nazarene

**14310 Hwy. 3, Webster, Tx 77598 / staff@clearlakenazarene.org /
281-486-9581.**

Liability Release and Waiver Agreement

_____ (“User”) has been authorized to use certain facilities as detailed on the Wedding/ **Sanctuary** 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: _____

Wedding/ **Sanctuary** Use Statement revised July 2020.

Clear Lake Church of the Nazarene

**14310 Hwy. 3, Webster, Tx 77598 / staff@clearlakenazarene.org /
281-486-9581.**

CLCN Wedding Coordinator Responsibilities

Coordinate with the Pastor and Staff of CLCN to approve or deny the requested dates of use.

Meet with the wedding party to go over wedding policy.

Collect security deposits and fees from the wedding party per the wedding policy.

Meet on sight with Bridal coordinators, photographers, videographers, florists, decorators and anyone the wedding party is using for services as needed.

Approve all decoration to be used by the wedding party in the sanctuary and or activity center.

Be the first to arrive for the scheduled events and show the wedding party the areas to be used for the wedding.

Be on sight for the duration of the wedding and reception.

Make sure no group members remain in the building following the conclusion of the activity.

Turn off all lights, except designated night-lights, and make arrangements to ensure all doors are locked and secured.

Approve or deny the use of the piano or organ by non- church members, if requested.

Approve the music to be used during the wedding service.

Inspect all properties for damages before and after use.

Document any damages with photos and notes.

Will educate the Wedding Event Leader on all posted evacuation plans in case of an emergency evacuation.

Will work with the wedding party to plan the tables and chairs needed and their arrangement, if they are using the Activity Center for the reception or wedding site.