

WEST HOUSTON SEVENTH-DAY ADVENTIST CHURCH CHURCH FACILITY AGREEMENT

Use of Church Facilities:

1. This agreement applies to weddings, events, and receptions. The use of the Church sanctuary for a wedding means that the wedding ceremony is first and foremost a sacred Christian service and that the service will be so planned and conducted.
2. Arrangements are made with Facility Manager and/or Executive Assistant:
Name: Ernie Schirra / Ana Reyes Phone #: 713-932-1661
3. Care is to be exercised so that there will be no damage to church facilities.
 - a. No tacks, pins, etc. are to be stuck in pews or furniture or any part of the church buildings.
 - b. No rice, birdseed, etc. is to be thrown in the church building
 - c. The piano is not to be moved
 - d. The organ will be played only by a church approved organist
 - e. No smoking is allowed in any area of the church building, nor alcohol allowed on the property.
 - f. When the fellowship hall or gymnasium is used for a wedding reception, it will be planned and conducted in harmony with the Christian standards of the Seventh-day Adventist Church. This includes, but is not limited to, no unclean meats, no smoking, and no alcohol.

Sabbath Keeping:

1. The facilities are not available for rent on the Sabbath day.
2. The Kitchen is **not available** for members or non-members at anytime.

Fees:

1. *Use of the Sanctuary, Fellowship Hall:*
 - a. A **\$1500.00** fee for WHSDA members and **\$3000.00** for non-members. A refundable fee of **\$500.00** is required 7 days prior to the event. The deposit will be refunded if the building is cleaned, vacuumed and left in its original condition. The Audio Visual Department will verify sanctuary condition before closing the church, or if necessary the **Executive Assistant** on the first workday following the function.
 - b. **\$300.00** fee for Deacon assigned for the event.
 - c. Renters need to provide tables, chairs and linen. Our tables & chairs are not an option and **we do not set up for events.**
2. *Use of the Gymnasium:*
 - a. A **\$1000.00** fee for WHSDA members and **\$2000.00** for non-members. A refundable fee of **\$500.00** is required 7 days prior to the event. The deposit will be refunded if the Gym is cleaned, and left in its original condition. A WHSDA member or deacon will verify the gym condition before closing the gym, or if necessary the **Executive Assistant** on the first workday following the function.
3. *Use of the Fellowship Hall:*
 - a. A **\$500.00** fee for WHSDA members and **\$1000.00** for non-members. A refundable fee of **\$500.00** is required 7 days prior to the event. The deposit will be refunded if the Fellowship Hall is cleaned and left in its original condition. A WHSDA member or deacon will verify the Fellowship Hall condition before

closing the hall, or if necessary the *Executive Assistant* on the first workday following the function.

4. When media usage is needed, a \$300.00 fee per person for media support (audio, video & streaming, presentation) up to 4 hours each. Additional charge is \$50.00 per hour per person. Fees must be paid directly to the Media Team Leader before the close of the event. All Audio, Visual, Streaming and Media Plans must be discussed, and media files must be provided to the Media Team Leader 7 days in advance of the event.

I understand the conditions set forth above and will comply with these requirements and understand that any deviation of this agreement may forfeit refunds.

Name/Organization: _____

Signed _____

Date _____

WEST HOUSTON CHURCH WEDDING APPLICATION

Application Date _____ Wedding of _____

Wedding Date _____ Location _____ Time _____

Rehearsal Date _____ Time _____

Reception Location _____ Time _____

Bride _____ Home Phone _____

Address _____ Work Phone _____

Present Location of Church Membership _____

Current Status: Single _____ Widowed _____ Divorced _____

Groom _____ Home Phone _____

Address _____ Work Phone _____

Present Location of Church Membership _____

Current Status: Single _____ Widowed _____ Divorced _____

Bride's Signature

Groom's Signature

Minister _____ **Phone** _____

Bridal Coordinator _____ **Phone** _____

Organist _____ **Phone** _____

Deposit _____ **Date Paid:** _____

Rental Fee: _____ **Date Paid:** _____

Church's Representative Signature
Ana Reyes, Executive Assistant

Music

Please list the musical selections that will be played or sung at your wedding. Return this form to the church office ***within six weeks of your wedding***. The vast majority of music that people choose for their weddings is just fine; however, the Minister of Music reviews this list and reserves the right to turn down any music inappropriate for a service in the sanctuary and Fellowship Hall.

Date of Wedding _____ Name of Bride _____

Title

Composer

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please list your Musical requirements (ex: Pianist, Violinist)

Date Approved _____ **Minister of Music** _____

AUDIO/VISUAL TECHNICIAN CHARGE

DATE_____

WEDDING OF:_____

FEE FOR SERVICES:

REHEARSAL_____ **date/hours**

WEDDING_____ **date/hours**

RECEPTION_____ **Date/hours**

TOTAL HOURS_____

OVERTIME_____ **(TO BE TAKEN OUT OF DEPOSIT)**

TECHNICIAN_____