

Calvary Christian Reformed Church

Building Use Policies

General:

In addition to worship services and church meetings, the church may normally be used for weddings (including rehearsals, rehearsal dinners, and receptions), anniversary celebrations, open houses and funerals. The church may also be used by non-members and for civic and community activities, as approved by the Church Administrator and Senior Pastor.

All requests for use of church facilities shall be made to the Church Administrator. Use of building, when not being used by regularly scheduled church ministries, shall be on a first-come basis.

Smoking is not permitted anywhere on the Calvary campus. No alcohol is permitted on church property.

No red punch or yellow mustard is allowed in the building.

All equipment including tables and chairs are not to be removed from the building without permission from the Church Administrator.

Those using the building are expected to leave the facilities in the same way they found them. Those using the facility are responsible for any damage that occurs during their use of the facility.

If an activity takes place on a Saturday, the church must be vacated by 6:00 PM unless permission is received from the Church Administrator. If an activity takes place on a week night, the church must be vacated by 11:30 PM.

Calvary Christian Reformed Church is not responsible for injuries that may occur during the use of facilities or any personal property of the participants.

Nursery usage is available only for church events.

Decorations:

- Decorations shall normally be limited to flowers, bows, and ribbons.
- No thumb tacks, nails, screws, tape or hooks may be used at any time. Special blue tape can be used – see the Church Administrator.
- All flowers, potted or cut, must be contained in waterproof containers.

- Nothing is to be attached to the ends of the pews without the use of protectors to prevent damage to the wood.
- Plastic must be placed under all candles and candelabras to protect the carpet.
- No bird seed, rice or confetti is permitted to be thrown.
- Real red rose petals may not be used inside the building because of the potential of stains to our carpeting.
- Burning candles mounted on church pews are prohibited.

The wedding party is responsible for making sure all wedding decorations are removed immediately following the ceremony, especially for Saturday weddings. Our church decorating committee normally comes on Saturday evenings following weddings to make sure everything is ready for our Sunday worship services.

A suggested time period for use of the church facilities for wedding ceremonies is four (4) hours prior to the beginning of the wedding until approximately two (2) hours following the wedding ceremony. This should be ample time to complete decorations, have photos taken, complete final details, and take down decorations following the ceremony. If additional time is needed, please contact the Church Administrator at 534-0934.

A room will be provided at the church for the bridal party to get ready for the wedding. The bride and her attendants are normally assigned to the Lounge and the groom and his attendants are assigned to the Adult Education Room in the back classroom wing of the church. Each room will be supplied with a long mirror and coat rack to hang their items. The bridal party may bring their items on the night of the rehearsal if they so desire.

Arrangements must be made with the Church Administrator to have the building unlocked for the florist and other suppliers prior to and following the wedding if not during normal office hours.

Wedding Banners:

Calvary Church has two wedding banners available for your use at no charge. They are normally hung in the front of the Worship Center. The wording on the banners is:

“Abiding in Love”

“United in Christ”

The Church Administrator will arrange to have the banners hung prior to the wedding and removed afterwards.

Wedding Supplies:

Wedding parties are responsible for ordering their own aisle runners, candelabras, candle lighters, unity candle holders, etc. Local suppliers of this type of equipment include: Kentwood Rental and Havit Supplies.

Worship Center Details:

For purposes of wedding planning, the Worship Center aisle is 75 ft. long if you wish to have an aisle runner. There are 21 rows of pews on each side of the Worship Center if you are planning for pew decorations.

Catering Rules:

Catering service may be requested from the catering committee. Outside caterers may be used and must be approved by the Church Administrator prior to use. The dishwasher may be operated by authorized personnel only.

Family Life Center:

All church societies and organized church groups are permitted to use the Family Life Center provided the room is not being used for other purposes.

Renting of the Family Life Center on a holiday will normally be in four-hour segments.

All use of the Family Life Center must be scheduled through the Church Administrator's office.