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## I. STATEMENT OF POLICY

Significant amounts of time and financial resources have been invested in the building of Melbourne church of Christ (MCOC) by generous contributions from its members. The facility is a tool to be used to support our mission:

“We seek to worship God and obey his will by preaching the gospel, loving and edifying each other, and ministering to those in need.”

We desire to ensure that the MCOC facility is:

- **Available** to effectively carry out ministry objectives and goals through scheduling.
- **Protected** against loss or misuse through risk management.
- **Maintained** to extend the life of the facility through respectful use and proper maintenance.

This policy encompasses all functions within the normal ministry of MCOC and outside activities as well. The use of the building and grounds must be in accordance with the desires of MCOC.

General building guidelines and procedures for MCOC and are expected to be followed by all members and guests of the building. MCOC encourages the use of the facility and equipment for church-sponsored events. Weddings have their own policy.

It is neither the intent nor purpose of MCOC to realize a profit when allowing the use of the building. However, there are certain expenses and costs that are incurred (such as custodial services, security, heat, electricity, water and the general maintenance of the building) which may justify a fee. Therefore, a fee schedule for the use of various areas of the building is necessary.

Melbourne church of Christ desires:

- that the church facility be used for the glory of God.
- to see the building used to reach our community for Christ.
- that all church events will take priority over individual ministry events.
- that ministry events will take priority over non-ministry events.

The policies and procedures have been created to meet these desires.

*Melbourne church of Christ reserves the right to refuse the use of its facility to anyone.*

*The ministers, staff and elders reserve the right to make exceptions to and/or change this policy when it is deemed necessary for the protection and well-being of MCOC.*

## II. GENERAL POLICIES FOR FACILITY USE

1. All events must be sponsored by a current member of Melbourne church of Christ. The member must be at least 21 years of age and must be present during the entire event, as well as during all set up and clean up. This sponsor is responsible for making sure each guest is abiding by the building guidelines.
2. The MCOC facility is NOT available to “for profit” organizations, those engaging in political campaigns, or those that are not aligned with MCOC’s statement of purpose and mission.
3. There will be no overnight events in the building that are not church sponsored.
4. Anyone using the MCOC facilities is responsible for ALL set up and clean up (unless other arrangements have been made through the MCOC office and fees are paid in advance). All furniture and equipment should be returned to their original arrangement.
5. Smoking and vaping are not allowed in any part of the church building.
6. Alcoholic beverages or illegal substances are not permitted in the buildings or on the grounds of the church.
7. Signs and posters may be hung on walls and windows using only Removable Poster Tape (such as 3M brand products). See section VI. DECORATIONS and HANGING SIGNS & POSTERS.
8. DO NOT prop doors open! Doors can be propped open for carrying things in and out of the building, but must be shut when done.
9. MCOC, its elders, and its employees will assume no responsibility for property left on the premises. Any items left in the building will be taken to the church office. If not picked up in a reasonable time, they will be donated.
10. MCOC is a place of worship and a standard of proper conduct applies to everyone utilizing its facility. Any person engaging in inappropriate conduct or language, disrupting performance, or creating a disturbance at an event will be asked to cease or leave the premises and may not be allowed to return in the future.
11. Animals are not allowed within the building except for certified medical licensed dog.
12. Very limited storage is available at the church for MCOC ministries. Contact the office for the location of acceptable storage areas. Materials stored without permission will be discarded, placed in Lost and Found, or given to charity.

### **III. RESERVATIONS**

All events or programs requiring use of the MCOC facility, including playgrounds and outdoor areas, must be scheduled via website. Requests can be made by filling out the Event Request Form and submitting. Once your request is submitted, you will be contacted by a church staff member. [Click here for Event Request Form](#)

Events are scheduled on a first come, first serve basis. When there is a wedding or rehearsal in the building, no other events can be scheduled. MCOC events take precedence over all personal events.

Regular hours that the MCOC building is open are: Monday – Thursday, 9:00 a.m. – 4:00 p.m. Everyone must be out of the building by 11:00 p.m. unless other arrangements have been made. No personal events can be scheduled on Sundays (church sponsored events only).

Emergency situations such as funerals will have the authority to preempt other reservations, except for scheduled weddings.

No events on Saturday after 4:00 pm in the foyer or auditorium without special permission from the office.

### **IV. LOST AND FOUND**

Items left overnight within non-storage areas of the building will either be discarded or placed in Lost and Found. Items are reviewed periodically and are either discarded or given to charity.

Lost and Found is located in the office

If items need to be temporarily kept in the building, please contact the office.

## V. CLEANING AND MAINTAINING FACILITIES

All MCOC members are expected to leave the building clean and remove or store in the appropriate areas all items associated with their event immediately following it. “Let’s leave it a little bit better than how we found it.”

Custodial personnel are responsible for cleaning all general use areas. Ministry leaders (Food Pantry, Kitchen, Children’s Worship, etc.) will be responsible for straightening up their dedicated space, including storage areas.

Custodial equipment is available for use providing it is returned to its proper location following use. If required, vacuums and mops are in the janitor room located by north side of kitchen.

If you find something in need of repair, please complete a Repairs and Service form. [Click here for a Repairs and Service form](#)

If furniture or equipment is to be moved, it must be coordinated with the office or Johnnie Wimpee (Deacon of Building and Grounds) and returned to its original place after the event. Any damaged property, including broken furniture must be reported to an event host or a staff member immediately.

All food brought into the building must be removed at the end of the event, unless arrangements have been made to leave it for another specified event and it must be labeled as such. Any unlabeled food left on the premises will be removed.

All trashcans in the bathrooms are to be emptied and any plumbing problems are to be reported to Johnnie Wimpee.

## VI. DECORATIONS and HANGING SIGNS & POSTERS

The MCOC facility is multi-use, which means different groups will use the facility for a variety of events. Therefore, we desire to keep our facilities clean and uncluttered. Decorations are defined as “any materials placed on walls, windows, floors and ceilings that were not included in the original building design.” Decorations include, but are not limited to: flowers, pictures, window coverings, posters, banners and signs.

If a room or area is decorated for an event, all decorations must be removed at the end of the event.

Use only painters’ tape or poster putty to secure decorations. NO DUCT TAPE! The use of tacks, staples, nails or screws in all walls is strictly prohibited. If necessary, obtain prior approval from Johnnie Wimpee or Michele Devine in the office.

Special event posters or signs must be approved through the office before being displayed. The ministry posting these will remove them immediately after the event.

No signs or posters can be hung on outside doors except during special events and must be moved immediately after the event.

## **VII. FURNITURE**

Furniture of any kind may not be moved unless prior approval from Johnnie Wimpee, except for folding tables and chairs. Handcarts must be used to move chairs and tables. They should not be slid on the vinyl flooring. This includes: glass top tables, all wood furniture pieces.

No furniture can be taken from the building. Rectangle folding tables and chairs may be borrowed by checking out through the office. (Round tables may not leave the building.)

No furniture or decorative items can be added to the building without the consent of Building Administrative Team.

## **VIII. AUDIO/VISUAL EQUIPMENT**

The MCOC Staff will coordinate all audio/visual needs. Use of the sound equipment is restricted to trained personnel approved by MCOC. When submitting Event Request Form, please note that you will need this service and someone will get in touch with you. Audio/visual equipment may not be taken from the MCOC facilities for any use other than church related functions.

## **IX. BUILDING KEY AND LOCK UP**

If you need to enter the building after the office is closed, it is your responsibility to ensure the lights have been turned off, doors closed and building is locked.

Keys will be distributed by Michele Devine as needed for events. Keys must be signed out in the church office and returned to the church office during office hours. They can also be returned by placing them in the mail slot located on the side door of the office after hours. Copies of the keys should not be made.

Those authorized to have a personal key:

- Staff
- Elders
- Deacons
- Teachers
- Ministry Leaders

Keys must be returned to the church office when leaving their position.

## X. TABLECLOTH POLICY

Tablecloths are available for use for events at the Melbourne building ONLY!

### USE OF TABLECLOTHS:

- No Tablecloth can be taken from the Melbourne building.
- There are many miscellaneous tablecloths in the Decorations Closet that may be used in the building at any time. You will need to make sure the door is unlocked prior to the event.
- All other tablecloths must be reserved by filling out the Tablecloth Form via website.
  - All used tablecloths must be placed in laundry bags that are hanging on the door of the laundry room by the kitchen. They must be laundered after use and returned to the church.

Non-church events:   - A \$25 deposit is required and must be left in the church office prior to the event.  
                                  - Once all used tablecloths are accounted for and found in satisfactory condition, the deposit will be returned.

Items in the decoration closet are for church events only.

## **XI. SPECIFIC AREA POLICIES**

### **A. KITCHEN GUIDELINES**

1. All items in the refrigerators and pantries are property of MCOC and are not for general use. Communion refrigerator will be used during monthly fellowship.
2. For personal events, all paper products must be provided.
3. Leftovers may not be left in the refrigerator.
4. All items in kitchen are for church use only.
5. No appliances or items, including dishes, pitchers, pots, pans, utensils, etc. may be taken from kitchen except to the grill area.
6. If you need items in one of the locked closets for use during a church event you must contact the church office in advance to gain entrance.
7. Each person using the kitchen will be given a copy of "Kitchen Use Checklist" (page 9).
8. All trashcans need to be emptied into dumpster including small trashcans in the foyer and auditorium.
9. Anyone wishing to donate an item to the kitchen for permanent use must contact a Building Administrative Team member to get approval prior to leaving it in the kitchen.



## **i. KITCHEN USE CHECKLIST**

### **GENERAL KITCHEN AREA**

1. Clean all spills on cabinets.
2. Put EVERYTHING away.
3. Return equipment and appliances to proper place.
4. Wash all dishes, utensils and containers and return to designated storage area.
5. Wipe down countertops using Lysol Kitchen Cleaner (under sink).
6. Clean sink and remove all food from trap.
7. Run garbage disposal.
8. If cleaning supplies are needed, add to list posted on pantry door.
9. Take out all trash to dumpster outside.
10. Replace trash liners.
11. Sweep the floor and mop if necessary.
12. Used towels and wash cloths must be taken home, laundered and returned.
13. Turn out all lights.

### **REFRIGERATOR**

1. Clean all spills.
2. Take all food items you brought with you.

### **MICROWAVE**

1. Wipe out interior.
2. Wipe off front and controls.

### **PANTRIES (CHURCH USE ONLY)**

1. Return all unused items to proper shelf.
2. Clean any spills, broken glass, etc.

## **B. AUDITORIUM GUIDELINES**

1. The Auditorium is used for worship, weddings, funerals, church meetings, fellowships and similar events that conform to acceptable standards.
2. Request for the use of the Auditorium must be scheduled via website.
3. If audio or visual equipment is needed, please request when submitting form.

## **C. FOYER GUIDELINES**

1. The Foyer Area is to be used for official church functions and limited private use.
2. All events must be scheduled via website.
3. Tables and chairs can be set up throughout the foyer.
4. Audio/visual equipment is available and can be set up if requested in advance.

## **D. OUTDOOR GRILL AND PLAYGROUND GUIDELINES**

1. The outdoor area may be reserved via website for events.
2. Prior to use – the grills need to be cleaned.
3. Key for grill supplies is located in the kitchen

## **XII. SHOWER POLICIES**

1. The Foyer may be used for church-wide showers and teas.
2. The event will be scheduled via website.
3. The Decoration closet/storage closet has items for showers and special church events.
4. If using tablecloths, please see Tablecloth Guidelines.
5. Any items used from the kitchen will need to be washed and put away when finished using.
6. Please use Kitchen Guidelines and Checklist for clean-up.

## **XIII. FUNERAL POLICIES**

1. The Foyer and Auditorium may be used for funerals.
2. The office should be notified of times and day.
3. If there needs to be a special setup, the office needs to be notified and the church setup team will provide what is needed.
4. If using tablecloths, please see Tablecloth Guidelines.
5. Any items used from the kitchen will need to be washed and put away when finished using. Please use Kitchen Guidelines and Checklist for clean-up.
6. Waterproof protection must be placed under all flower pots, plants and vases.
7. If audio/visual is needed, please notify the office and a sound tech will be scheduled for you.

## **XIV. CHURCH SPONSORED GATHERINGS AND MEALS**

1. All events must be scheduled via website.
2. If tables and chairs are needed, a layout must be provided to the office so that the area reserved can be set up. A team will be assigned to setup tables and chairs before the event. At the end of the event the team will set the auditorium backup for worship.
3. If items are needed from the Decoration closet, arrangements must be made to make sure the room is unlocked when needed.
4. Please use Kitchen Guidelines and Checklist for clean-up.

## **XV. FACILITY USAGE FEE SCHEDULE**

The following is the fee schedule for ALL non-church sponsored events.

<b>Auditorium</b>	<b>\$50</b>
<b>Kitchen</b>	<b>\$50</b>
<b>Foyer</b>	<b>\$50</b>
<b>Outdoor Kitchen</b>	<b>\$50</b>
<b>Conference Room</b>	<b>\$25</b>
<b>Classrooms</b>	<b>\$25</b>

Large receptions that require the exclusive use of the building, such as Anniversary Receptions, Wedding Receptions (where the wedding is not at MCOC), any large party of 100 or more guests, must abide by the Wedding Policy Fee Schedule.

**Event Request Form**

Event Name: \_\_\_\_\_

Person(s) Making Request: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Event Location(s): \_\_\_\_\_

Event Date: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Setup Start Time: \_\_\_\_\_ Clean Up End Time: \_\_\_\_\_

Estimated Number of Attendees: \_\_\_\_\_

Description of attendees (teens, Sunday School class, family members, etc.):

\_\_\_\_\_

Description of Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Church member host: \_\_\_\_\_

**ASSUMPTION OF RISK, RELEASE**

**AND INDEMNIFICATION AGREEMENT**

IN CONSIDERATION of me, my child, or a child for whom I am the guardian being permitted to use the facilities owned by the Melbourne Church of Christ, located at 810 Hollywood Blvd, West Melbourne, Florida, 32904, and in full recognition and appreciation of the dangers and hazards inherent in participating in such activity and in the circumstances to which I or my child or the child for whom I am a guardian, may be exposed during my/their participation in the activity, do hereby agree to assume all the risks and responsibilities surrounding and pertaining to said child's participation in the activity; and

FURTHER, I do for myself, my personal representative(s), heirs and assigns, hereby agree to defend, hold harmless, indemnify, release and forever discharge Melbourne Church of Christ, and all its elders, officers, agents and employees from and against any and all claims, demands and actions, or causes of action, on account of damage to personal property, personal injury or death which may result to me or the said child from my/their participation in the activity which result from causes beyond the control of, and without the fault or negligence of, Melbourne Church of Christ, its elders, officers, agents or employees, during the period of my/their participation in the activity.

IN WITNESS WHEREOF, I have caused this Assumption of Risk and Release to be executed this \_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_

Signature

\_\_\_\_\_

Printed Name

## **Group Liability Waiver and Release**

In consideration of being allowed to participate in this group event at the Melbourne Church of Christ building, I hereby release Melbourne Church of Christ and its present and former officers, employees, agents and their heirs, administrators, executors, successors, and assigns from all claims and liabilities of any kind, whether known or unknown, which arise from or are connected in any way with my participation or the participation in this event of any member of my family for whom I am the parent or legal guardian.

In the event of an emergency, I hereby authorize a leader of this activity, as an agent for me or on behalf of my child, to consent to: any x-ray examination; medical, dental, or surgical diagnosis; treatments; hospital care advised and supervised by a physician, surgeon or dentist (as appropriate) licensed to practice under the laws of the state or country where services are rendered, either at a doctor's office or in a hospital. I expect my family to be contacted as soon as possible.

I certify that I am of lawful age and competent to sign this Release, and have done so voluntarily.

I understand that this document constitutes a full and complete waiver of all possible claims for any act or omission, including claims for negligence regarding injury or property damages, arising out of my participation in the trip.

Should any dispute or controversy arise, I agree to seek resolution according to Biblical principles.

NAME OF GROUP LEADER

\_\_\_\_\_

DATE OF EVENT \_\_\_\_\_

PARTICIPANT PARENT/GARDIAN IF MINOR SIGNED

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# REPAIRS AND SERVICE FORM

Date and Time: \_\_\_\_\_

Person making request: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please return to the Office

For office use only:

\_\_\_\_\_  
\_\_\_\_\_

Received: \_\_\_\_\_

Approved: \_\_\_\_\_

Completed: \_\_\_\_\_



**Bus Request Form**

Group/Ministry: \_\_\_\_\_

Requested By: \_\_\_\_\_

Event: \_\_\_\_\_

Date Needed: \_\_\_\_\_

Date Returned: \_\_\_\_\_

Description of Trip, Approximate miles to be traveled: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Driver: \_\_\_\_\_

Online safety training is required.

Please check one:

- Fuel Advance Request (separate request)
- Reimbursement/Expense Report to be turned in after trip.

## Furniture Check-Out Form

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Number of Rectangle tables: \_\_\_\_\_

Initial when

Pick up Date and Time: \_\_\_\_\_ Picked up: \_\_\_\_\_

Return Date and Time: \_\_\_\_\_ Returned: \_\_\_\_\_

### NOTES:

#### Policy for borrowing Tables:

1. All tables must be checked out through the office.
2. All are borrowed on a first-come / first-serve basis. No early reservations can be guaranteed.
3. Tables cannot be taken for more than 5 days! You must return them within 5 days of the day they were picked up.
4. If you will be picking them up on the weekend, arrangements will need to be made ahead of time through the office.
5. Only rectangle tables may be borrowed.
6. DO NOT take any of the burgundy chairs from the building.
7. DO NOT take any of the round tables from the building.
8. All borrowed tables must be checked back in through the office. If you plan to leave them during non-office hours, please make those arrangements up front.

## **XVII. WEDDING POLICIES AND PROCEDURES**

Congratulations on your upcoming wedding! We are thrilled that you are interested in hosting your wedding at Melbourne. In the information to follow you will find our policies, various building use options, a contract for you to return as well as information for your florist and caterer. Please feel free to discuss with our Wedding Liaison any questions you have about these items.

### **Scheduling**

Reservations are scheduled on a first-come, first serve basis following stated procedures. Confirmation is given upon receipt of your completed contract. Building use fee must be paid in full at least three weeks prior to the wedding. Make checks payable to Melbourne Church of Christ. You can also pay online using credit card or eCheck.

### **Pre-Marital Counseling**

All couples wishing to use the MCOC building for a wedding ceremony must complete pre-marital counseling.

### **Wedding Liaison**

Following your initial contact with the church office you will be contacted by a member of Melbourne who will serve as Wedding Liaison for your wedding. She will confirm your wedding date and time, collect fees, and coordinate all aspects of the use of our building.

*The Wedding Liaison does not direct your wedding.* They will meet with you and be here during set-up, rehearsal and the wedding to make sure all things pertaining to this building run smoothly. They will also make sure the building is opened and closed as needed.

### **Building Use**

- Your Wedding Liaison will arrange for someone to control all sound, light and heating/air conditioning systems. Please discuss these items with the Wedding Liaison.
- No furniture or equipment may be moved without the approval of the Wedding Liaison.
- No tobacco products, alcoholic beverages or controlled substances are permitted in any part of the building or on the premises at any time.
- MCOC is not responsible for loss or damage to any items brought into the building for use during any event.
- MCOC is not responsible for any injury to you or any person present for your event.
- Persons reserving the facility for special events will be responsible for any damage done to the facility while in their care. The reserving party is responsible for any damage done by the florist, caterer, videographer, musician, photographer, rental companies, or delivery people.
- Building cleanup and set-up is included in your fee. We ask that you be prompt and timely in wedding party departures so that our crew can begin cleaning no later than 4 pm. on Saturday evening.)
- Any wedding ceremony performed on MCOC property must be a Christian ceremony.

### **Birdseed, Rice, Bubbles etc...**

- We ask that you be responsible for any litter (from your wedding), which is left in the parking lots or on the grounds. This would include birdseed being swept up by someone in the wedding party.
- Birdseed, dried flower petals, bubbles and special formulated “wedding” rice may be used to shower the couple outside the building. Glitter, confetti, sparklers and regular rice are prohibited inside and outside the building.

### **Music**

- Any instrument brought into the building for wedding/receptions must be removed immediately following the ceremony.
- No loud, improper music is allowed on the property of MCOC. While we recognize music selection is individual in nature, and we allow for individual preferences within reason, the Wedding Liaison has the right to request a change in musical selection.

### **Florists**

- An agreement form for your florist is attached. This must be signed by you and your florist and returned no later than three weeks prior to the wedding date.
- You are welcome to leave any flowers for the congregation to enjoy during the upcoming week. Our staff will dispose of flowers and container at the appropriate time. If the container is left at the MCOC building, we cannot guarantee it will be returned to you.

### **Caterers**

- An agreement form for your caterer is attached. This must be signed by you and your caterer and returned no later than three weeks prior to the wedding date.
- Please have all equipment, supplies and food removed from the building promptly after the event.

### **Fees for Member Events**

Members are welcome and encouraged to use their building for weddings. The following fee is ONLY to cover the cost of cleaning the building, setup and takedown of tables and chairs, services for the sound technician, and guidance from the MCOC Wedding Liaison.

\$150      Wedding – includes use of the auditorium for the wedding, kitchen, foyer and cleaning.

***Full payment for MCOC facilities must be received three weeks prior to the wedding date.***

**Wedding Agreement and Contract**

We have read the policies, procedures and guidelines regarding the use of the property of Melbourne Church of Christ for weddings, rehearsal dinners, and/or receptions. We agree to comply with these policies, procedures and guidelines. We understand that no date will be confirmed until the MCOC staff receives the contract.

Bride's signature \_\_\_\_\_ Date \_\_\_\_\_

Groom's signature \_\_\_\_\_ Date \_\_\_\_\_

Signature of person responsible for payment \_\_\_\_\_ Date \_\_\_\_\_

**Bride and Groom Information:**

Bride's Name: \_\_\_\_\_

Groom's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

**Person(s) responsible for arrangements and/or payments (other than bride or groom):**

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

Address: \_\_\_\_\_

City/State: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

**Ceremony Information:**

Wedding Date and Time: \_\_\_\_\_

Reception Location: \_\_\_\_\_

Rehearsal Date and Time: \_\_\_\_\_

Rehearsal Dinner Location: \_\_\_\_\_

**Vendors (Please give name and phone number):**

Caterer: \_\_\_\_\_

Florist: \_\_\_\_\_

Musician(s): \_\_\_\_\_

Videographer: \_\_\_\_\_

Photographer: \_\_\_\_\_

Wedding Director: \_\_\_\_\_

Minister(s): \_\_\_\_\_

## Melbourne Church of Christ Caterer Agreement Form

1. The building will be clean when you are given access. From this time on you are responsible for any cleanup prior to and during the event.
2. No tobacco products, alcoholic beverages or controlled substances are permitted in any part of the building or on the premises at any time.
3. Equipment, supplies, etc. may be brought to the building the day of the rehearsal and left overnight. MCOC is not responsible for loss or damage to any item left at the building. We cannot provide storage for any item prior to the event set up.
4. The church does not supply any plates, cups, silver, cloths etc. to use for the rehearsal dinner or reception. Caterer must provide all small equipment, pans and serving pieces.
5. The caterer is responsible for any setup and takedown of rental tables and chairs. If using our tables and chairs with rentals, care must be taken that MCOC property not be removed with rental items. The bridal party will be responsible for any loss of our property. Our crew will setup and take down our items. Please give a diagram of table setup to the event coordinator at least one week prior to your wedding.
6. Red color punch may not be served at any event held at MCOC.
7. Please follow the posted instructions for use and care of our kitchen.
8. Following the event, please return the kitchen to the condition in which you found it. No dirty dishes should be left overnight.
9. So that we may prepare for the 9:30 a.m. Sunday worship, please remove all equipment, supplies, and food from the building within two hours after the reception.
10. All trash is to be taken to the dumpster located on the south side of the building behind the church office.

Caterer Name & Company: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

***I acknowledge and agree to abide by the above policies.***

Signature of Caterer: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of person responsible for payment: \_\_\_\_\_ Date: \_\_\_\_\_

## Melbourne Church of Christ Florist/Decorator Agreement Form

1. You are responsible for any immediate cleanup between placing decorations and the wedding. The building will be clean when you are given access. Our crew will clean after the wedding.
2. The auditorium is provided for the rehearsal the evening prior to the wedding. Equipment and supplies may be brought to the building the day or evening of the rehearsal and left overnight. **MCOC is not responsible for loss or damage to any item left at the building.**
3. No tobacco products, alcoholic beverages or controlled substances are permitted in any part of the building or on the premises at any time.
4. Metal-encased drip-less candles, taper candles, and pillar candles may be used. All candles must be accompanied with some sort of shield (protective barrier) to keep the candle wax from damaging the surface. Candles must be extinguished immediately following wedding ceremony.
5. Decorations may not be fastened by tacks, staples, tape, glue or any other damaging material. Decorations may not be hung from the wall or ceiling. The florist/decorator and/or the family will be held responsible for any damage caused to MCOC property.
6. Waterproof protection must be placed under all pots, plants, and vases.
7. Please do not move any MCOC furnishings in any part of the building. The stage will be cleared by the MCOC staff. All MCOC furnishings will be replaced by the crew after the event.
8. EXIT signs are not to be covered at any time by order of the Fire Marshall.
9. The florist (or family) is responsible for removing all wedding decorations and supplies within two hours after the reception. You are welcome to leave any flowers for the congregation to enjoy during the upcoming week. Our staff will dispose of flowers and container at the appropriate time. If the container is left at the MCOC building, we cannot guarantee it will be returned to you.
10. All trash is to be taken to the dumpster located on the north side of the building near the Family Life Center.

Florist Name & Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

***I acknowledge and agree to abide by the above policies.***

Signature of Florist: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of person responsible for payment: \_\_\_\_\_ Date: \_\_\_\_\_

## Layout and Equipment Request Form

Please return this form no later than three weeks prior to the wedding date.

**MCOOC has available for use on our grounds:**

- 30 round tables that seat 6 each
- 12 long rectangle tables that seat 8 each

**Please draw how you would like tables to be set up:**

Total round tables needed: \_\_\_\_\_

Total long tables needed: \_\_\_\_\_

Total chairs needed: \_\_\_\_\_

