

*Building Use Guide
&
Contract*

*Ephesus Seventh-day Adventist Church
1002 Castle Street
Wilmington NC 28401
910-762-9989
ephesussdawilmington.org*

Ephesus Seventh-day Adventist Church is in high spirits because you have chosen this sanctuary for your upcoming event. Because you have chosen the church sanctuary, we know you will be planning for your upcoming event. As your plans develop, many decisions will need to be made regarding attire, décor, music and many other details. This guide has been prepared to assist you.

PLEASE READ THIS GUIDE CAREFULLY AND COMPLETELY so any questions may be resolved before final plans are made for your service.

Conduct

Proper respect for the House of God should be maintained during the use of the facility. In planning your event, please keep in mind these guidelines:

1. There should be no running or loud talking in the church during rehearsal.
2. There is to be no eating or drinking on church premises unless prior approval is granted.
3. All participants are to be properly attired when in the church.
4. The use of rice and bubbles is limited to outside use only. Confetti is prohibited.
5. There is to be no drinking, or possession of alcoholic beverages or recreational drugs on the church premises at any time.
6. There shall be no cigarette, tobacco or other similar items used anywhere on church property; including outdoor areas.
7. Children must be supervised at all times.

Kitchen

If you plan to use the kitchen, see kitchen use guidelines form and follow these basic guidelines:

1. No unclean foods of any kind should be used in the kitchen.
2. The kitchen is to be used for warming purposes only; no cooking.
3. You must provide all items for your event, i.e., food, beverages, paper goods, etc. You are **not** to use church items.

4. The kitchen should be left neat and clean. All counters should be cleaned and cleared of items and trash should be collected and placed in the dumpster at the rear of the complex. All items are to be removed from the refrigerator/freezer at the conclusion of your event.
5. Food and drinks may be served in the Fellowship Hall only.

Damages

The cost of repairing any damage to church property, furnishings, or equipment that is inconsistent with normal wear will be the responsibility of the party signing this agreement. **PLEASE** notify the church immediately in the event of a spill on or stain in furniture, flooring, or carpet.

Decorations

Do not use pins, nails, staples, or any substance that might stain or mar pews, carpets, or any church furniture, walls or structure. You must provide all items for your service i.e. candles, arches, programs, etc. You must provide someone to do any decorations for your event. To avoid damage to the carpet and floors, please use dripless candles and ensure that the candles are either placed on a facsimile of a mat/tray or they are used with bobèche (a usually crystal collar on a candle socket used to catch drippings or to hold suspended pendants). Nothing is to be affixed to the walls or the floor. **Do not use live flower petals.**

All rental equipment **must** be removed from the church premises by the next business day.

Music

We suggest that the music for your event be chosen for its quality and appropriateness. It is our desire that all music, either vocal or instrumental, should be appropriate to and in keeping with a sacred service and not of a trivial nature.

All musical selections for the event to be played or performed in the Sanctuary are subject to the approval of the Event Coordinator and music coordinator prior to the rehearsal date. The Sanctuary is equipped with an organ and a piano. You are responsible for securing your musician.

Representatives from the Ephesus Church Audio Department are the only persons authorized to operate the equipment in the sound room. Television equipment of the Ephesus Seventy-day Adventist Church cannot be used for wedding or rehearsals under any circumstance.

Services Provided

The Ephesus Church agrees to provide the following services:

1. An audio person to insure audio is working properly.
2. A custodian and deacon to insure you of a clean and sanitary environment.
3. A Event Coordinator to insure the building is open and available on the dates and times agreed in the contract only, as well as to answer question and give suggestions.

Fees

When compared to the cost for using other locations to host your ceremony, you will notice that the price as listed is reasonable. The church calls for the payment of certain fees to offset costs for personnel, utilities, cleaning, etc. The cost structure is as follows:

<i>Rate*</i>	<i>Description</i>
\$100	Use of Sanctuary (members)*
\$150	Use of Sanctuary, Kitchen, Fellowship Hall (members)*
\$300	Use of Sanctuary (non-members)*
\$350	Use of Sanctuary, Kitchen, Fellowship Hall (non-members)*

\$125	Wedding Coordinator*
\$125	Audio Staff*
\$50	Audio Visual-Screen**
\$75	Custodian – Sanctuary*
\$75	Custodian – Kitchen, Fellowship Hall*
\$75	Deacon*
<i>*Subject to change</i>	
<i>**Optional</i>	

Checks should be made payable to Ephesus Seventh-day Adventist Church. The cost to utilize our facilities should be submitted with this agreement; otherwise, the use of our facilities will not be confirmed until received.

Members are defined as having your name(s) listed on the membership log of the Ephesus SDA Church in good and regular standing.

Signatures

A three week written notice must be given, should this contract be terminated by you. If the contract is not cancelled three weeks prior to dates of use, there is a forfeiture of all monies paid to date.

The same will apply if for some reason the church can't fulfill this agreement. If the church cannot fulfill this agreement, you will receive a refund of all monies paid to date.

Responsible Party

Date

Organizational Name

Date

Event Coordinator / Pastor sign

Date

For Church Use Only

Date _____

Payment received by cashier's check number _____

money order number _____

Approved Declined

Scheduling Coordinator

Approved Declined

Event Coordinator

Notes:
