

# Saint Joseph Seventh-day Adventist Church

1201 Maiden Lane  
Saint Joseph, Michigan 49085  
Phone: (269) 408-1130

## Welcome

**We welcome you to our Saint Joseph Seventh-day Adventist Church, which is a part of the Michigan SDA Conference.**

## Available Facilities

**The Sanctuary has a seating capacity of 250, a baby-grand piano, and complete sound system**

**The Fellowship Hall has a serving capacity of 120, a sound system and a piano. It also has an adjacent full kitchen (priced separately) that can accommodate food services.**

**The Junior/Primary room, located in the Education wing can accommodate 25-35 .**

**We do not rent our facilities from sundown Friday through sunset Saturday.**

## User Agreement Rules and Regulations

1. *Security Deposits* – The security deposits must be paid in full upon approval of application. The full amount will be returned to User within 10 business days after the last event day, less any amount required.
  - a.) To repair damage caused by the User and its guests.
  - b.) To pay for services rendered which were not included in the User Agreement
2. *Usage Fees* – The full usage amount and any other additional fees (such as for sound system) must be paid in full prior to the event.
3. *Extra Charges*
  - a.) Excessive cleanup (\$25 per staff per hour)
  - b.) Extra services required.
  - c.) Cost of repairs/damages resulting from the User and their guests.
4. *Treatment of the Church Facility*
  - a.) No nails, tacks, or screws shall be driven into the walls, woodwork, ceilings, doors, or floors. Only use of painters tape may be used on walls anywhere in the facility.
  - b.) Use or throwing of rice, birdseed, glitter, confetti, potpourri, or any substance containing colored dye is strictly prohibited inside the facility. Birdseed is acceptable outside of the building.
  - c.) Balloons of any kind are not allowed in the Sanctuary.
  - d.) User is responsible for removal of all decorations at end of event
5. *Fire Codes and Use of Candles*
  - a.) Candles may not be used in Sanctuary except for Unity Candle and candelabra or the ?????.
6. *Smoking Regulations* – The Saint Joseph Seventh-day Adventist Church facilities and grounds are smoke free. Smoking is prohibited anywhere on the property.
7. *Alcoholic Beverages and Illegal Substances* – The sale, serving and/or the possession of alcohol or any illegal substance, and being under the influence of any substance is strictly prohibited on the premises at all times. Guests violating such regulations will be asked to leave the premises immediately.
8. *Food and Drink*
  - a) Menu restrictions – Beverages with caffeine and dark-colored punch are not to be served.
  - b) According to Leviticus 11, only clean meats are to be served; however, vegetarian dishes are preferred.
9. *Insurance*: The Saint Joseph Seventh-day Adventist Church has its own insurance coverage to protect its own property and liability. Non-member users are responsible for obtaining their own insurance coverage for person and property liability and damages.
  - a.) Non-member users must provide an insurance policy of One Million Dollars naming the church as an additional insured under the policy. This can usually be acquired through homeowner's insurance coverage for a nominal amount.
  - b.) If User employs a Caterer—any person other than User or family member, in such a case the Caterer must furnish certificate(s) of insurance with liability limits for bodily injury and property damage combined of not less than \$500,000 per occurrence and \$500,000 in the aggregate.
  - c.) Certificates of insurance required in section 11 must be submitted to the Saint Joseph Seventh-day Adventist Church Interior Facilities Coordinator not less than 30 days prior to the Event.
10. *Cleanup Regulations*
  - a.) User will clear all food, catering items, china, paper or plastic dishes, and decorations from the premises immediately after the event. Cleanup will include all parts of the facility that are written in the User Agreement, and such areas will be returned to their original condition.
  - b.) If additional cleanup is needed a \$25,00/hour fee will be charged and taken from the security deposit.
11. *Loss, Theft, Damage* – Neither the Saint Joseph Seventh-day Adventist Church, nor its representatives is responsible for personal property belonging to User or its guests, agents or purveyors that are lost, stolen or damaged. The User(s) shall be solely and wholly responsible for their personal property.

12. *Indemnification* — The User hereby releases, discharges, indemnifies, and holds harmless the Saint Joseph Seventh-day Adventist Church, and its Church Board, Directors, Trustees, Officers, Employees, Agents and/or any delegated representatives, from any and all liability, for any and all losses, expenses, or damages to person or property incurred in connection with the Event, including, but not limited to the preparation prior to and cleaning up after the event.
13. *Building and Equipment Security*
- a.) Persons designated by the Saint Joseph Seventh-day Adventist Church will be responsible for opening and closing the facility, orienting the person responsible for the group to available amenities, equipment, and boundaries and assisting in the supervision thereof. Users may have access only to the requested facilities indicated in the User Agreement contract. Users are responsible for keeping their agents, employees, invitees, and guests within the authorized areas used.
  - b.) Keys will not be given to the User and or their representative(s).
  - c.) At the end of the event, the On-Site Coordinator along with the User and their agent or representative(s) who signed the User Agreement, will inspect the used area and the equipment for any damage or safe return of the equipment. Rooms must be restored to condition prior to event for full refund of security deposit.
  - d.) Saint Joseph Seventh-day Adventist Church personnel shall have the right of access to any part of the Event and/or area under use by the User, to determine compliance by the User, caterer, and purveyors, and that they are in accordance with the User Agreement and any applicable governing regulations at all times.
14. *Late Departure* — The facility must be evacuated, including the removal of all items not belonging to the facility, one hour after the official closing time of the event. The closing hour for all events scheduled on Saturday night is 12:00 midnight. Closing hour for all other days is 11:00 p.m. Violation of these regulations will incur an extra charge for late departure. (See price list for details.)
15. *Additional Restrictions:*
- a.) Excessive noise is prohibited.
  - b.) Animals or pets are not permitted on the premises, except for Seeing Eye or Hearing Aid Animals.
  - c.) No rentals for any kind of money-making parties.
16. *Cancellation or Breach of User Agreement*
- a.) Cancellation by the Saint Joseph Church – the Saint Joseph Seventh-day Adventist Church may cancel the User Agreement without any liability to the User if all or any part of the space requested is rendered unsuitable for the User's Event by fire, storm, casualty, act of God, or any other cause beyond the reasonable control of the Church management. The Church shall give a written notice to the User of the reasons for cancellation, the date and time. If such cancellation occurs before the First Event Day, all deposits and fees shall be returned to the User within five (5) business days after the cancellation notice date.
  - b.) Breach of User Agreement by User – If the User, guest, employees, agents, caterer or purveyors violate the terms and conditions of the User Agreement, the Saint Joseph Seventh-day Adventist Church will retain any and all payments by the User as liquidated damages and not as a penalty in addition to any other legal rights or remedies that may be feasible. The Church shall give a written notice to the User of the reasons for withholding the fees.

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## Hold Harmless Agreement

The undersigned hereby willingly agrees to save and hold harmless the Saint Joseph Seventh-day Adventist Church, and its respective agents, representatives, coordinators, employees, officers, and clergy, from any and all claims, demands, judgments or liabilities arising out of the use of the Saint Joseph Seventh-day Adventist Church

### User:

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**Full and Complete Name**

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**Date**

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**Witness Signature**

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**Date**

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## Price List

### Room Usage Fees and Security Deposits

<b>Rooms</b>	<b>Member Rate Half Day / Full Day</b>	<b>Non-Member Rate Half Day / Full Day</b>	<b>Deposit (maximum of \$150)</b>
Sanctuary (Non-Wedding)	\$0 / \$0	\$175 / \$300	\$150
Fellowship Hall w/Kitchen	\$50/\$50	\$125/\$250	\$125
Junior Room w/Kitchen	\$40 / \$40	\$75 / \$125	\$75
Wedding Package	\$125**	\$500	\$300

**Half day – 0 – 5 hrs. Full day – over 5 hours**

**Standard Room Usage Rate** includes the services of the Interior Facilities Coordinator and reasonable custodial services following the event. If additional service are needed, additional fees may be charged.

**Late Departure** –The Church’s closing hours for room usage are as follows: Sunday – Thursday – 11:00 p.m.; Friday at sunset; Saturday at 12:00 midnight.

**Funeral/Memorial Services or Dinners** – No charge.

**Wedding Fees** - Weddings are charged as full-day events and include rehearsal and/or set up times. Fees include usage of sanctuary, fellowship hall, kitchen and two changing rooms.

\*\* Bride, groom, or parents of the bride or groom must be church member and be responsible for all clean-up of facility afterwards.



# Saint Joseph Seventh-day Adventist Church

## Check-out Procedure

User/Organization: \_\_\_\_\_

Room(s) Used: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

### User Check list

- Remove all material or decorations used for event
- Clean all items used (tables, chairs, etc.)
- Clean floors (vacuum, sweep and mop)
- Return furniture and equipment to its original place (includes tables and chairs)
- Place trash in garbage bags and take to the dumpster outside the church
- Clean refrigerator and leave free from any food items
- Clean kitchen surfaces (sink, counters, stove, microwave, etc.)
- Remove any stains on carpet, using stain remover for carpet found under the kitchen sink

Comments: \_\_\_\_\_

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

User Signature: \_\_\_\_\_

Inspection completed by: \_\_\_\_\_

### On-site Supervisor Check list

- Return thermostats to suggested unoccupied temperatures
- Turn off lights in rooms used as well as foyers, restrooms and hallways
- Secure tightly and lock entry/exit doors

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## WEDDING REGULATIONS AND GUIDELINES

The following guidelines will help you as you plan your wedding in harmony with Seventh-day Adventist Standards and St Joseph SDA Church regulations. Please read all enclosed information carefully.

- I. **WHO MAY BE MARRIED AT THE ST. JOSEPH SDA CHURCH**
  - A. Any couple who is married either by an SDA minister or a minister of another denomination provided their marriage does not violate any of the standards of the SDA church and Biblical principals.
  
- II. **WHO MAY PERFORM WEDDINGS AT THE ST. JOSEPH SDA CHURCH**
  - A. Any pastor who is legally recognized by the State of Michigan to officiate at a wedding. A copy of the wedding plans must be submitted for approval at least two weeks prior to the wedding.
  - B. Out-of-state pastors will need to contact the Berrien County Clerks Office in St. Joseph, MI at (269) 983-7111 ext. 8233 to discuss necessary personal qualifications and legal paperwork necessary.
  - C. It is recommended that each couple engage in a minimum of 10 hours pre-marital counseling.
  
- III. **GENERAL GUIDELINES**
  - A. The wedding ceremony and all arrangements should be done in good taste, and in accordance with church policies.
  - B. Church decorations:
    1. Florists should use only dripless candles.
    2. Candles on pews may be used only in hurricane globe enclosures.
    3. Candles are to be lit only with candle lighters, provided by florist. Please do not attempt to light any candles with matches or other types of lighters.
    4. Masking tape used for bridal party platform positions are furnished by the Events Coordinator.
    5. The throwing of rice, confetti, or any other similar substance on the church premises is not permitted. Birdseed and use of Bubbles is permitted OUTSIDE only.
    6. Final decorating arrangements are to be approved by the Events Coordinator.
    7. Furniture may be moved only with permission from Events Coordinator /Wedding Supervisor. All church property must remain inside the building.
  - C. St. Joseph SDA Church is not responsible for lost or stolen items left in the facility before, during, or after the wedding.
  - D. Before leaving the church, the rooms used (including dressing rooms) should be left clean and furniture returned to original order. Personal belongings should be removed, tables wiped clean, and trash deposited in the dumpster in church parking lot. The following checklist must be completed:
    1. Dressing rooms in order. All paper and plastic picked up and personal belongings removed.
    2. If using church's candleholders, all floral decorations must be removed from candleholders. Please do not leave any wires on them.
    3. There should be no wax on the carpet or candleholders.
    4. Any furniture moved must be returned to its proper place.
    5. Anything that the Wedding Supervisor deems needs completed to restore the used area to original order.
  
- IV. **THE BRIDAL PARTY**
  - A. The wedding ceremony is a sacred ceremony preformed in the presence of God.
  - B. The same principles of dignity, simplicity and modesty that guide what is worn in worship services should also guide what is worn by the wedding party.
  - C. It is expected that wedding attire will not distract from the sacredness of the wedding ceremony.
  - D. If there are any questions as to the suitability of what the wedding party plans to wear at the ceremony these questions should be addressed with the church before a reservation is finalized



- V. MUSIC**
- A. Individuals participating in musical selections are asked to abide by Bridal Party Guidelines listed in IV above.**
  - B. The St. Joseph SDA Church Minister of Music and/or Events Coordinator must approve both the music and musicians at least two weeks prior to the event.**
  - C. If a band/DJ/dancing is desired at the reception then another location will need to be reserved.**
- VI. PICTURES**
- A. The photographer/videographer should respect the sacredness of the wedding service in how they go about their work.**
- VII. FEES AND SECURITY DEPOSITS**
- A. Wedding packages includes the sanctuary, fellowship hall, kitchen and two dressing rooms. They are considered a full day event.**
  - B. If reception is held elsewhere, wedding is still considered a full-day event.**
  - C. Room Usage and Service Fees are due 30 days prior to the wedding date.**
  - D. Date will not be held until application is filled out and turned in along with rental fee and security deposit paid in full.**
- VIII. TIMES CHURCH IS AVAILABLE**
- A. Weddings & wedding rehearsals may be scheduled for any day Sunday through Thursday between 9 a.m and 10 p.m. Friday hours are between 9 a.m. and must conclude one hour before sunset.**
  - B. Two dressing rooms will be assigned by the Wedding Supervisor.**
  - C. The church will be opened two hours prior to the wedding or three hours prior to the wedding if the pictures are to be taken before the ceremony.**
  - D. Friday rehearsals are to conclude one hour prior to sunset. No rehearsals are to begin before sunset on Saturday.**
- IX. RESPECT FOR HOUSE OF GOD**
- A. Please refrain from loud talking, boisterousness, or jesting in the church.**
  - B. Smoking is not permitted anywhere on the church property.**
- X. EVENT COORDINATOR**
- A. Use of a church-appointed Event Coordinator is mandatory. He or she will complete the following responsibilities:**
    - 1. Opening/closing church as needed by bride and groom**
    - 2. Turning lights on/off as needed**
    - 3. Being present at rehearsal**
    - 4. Seeing that everything is returned to its original place by the bridal party following the wedding service.**
    - 5. If hours exceed the nine hour time limit, an additional service fee may be charged at the rate of \$15 per hour.**

**We hope your wedding day will be a lovely one. Thank you for your cooperation in keeping our church clean and attractive.**

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## WEDDING APPLICATION AND USER AGREEMENT CONTRACT

Reservations will be issued only after this application is approved and will be honored only if requirements listed below are fulfilled by the due dates.

**PLEASE TYPE OR PRINT LEGIBLY:**

Wedding Date	Time	Room	
Rehearsal Date		Time	
Bride's Name		Church Affiliation	
Address		Telephone	
Groom's Name		Church Affiliation	
Address		Telephone	
Officiating Minister		Telephone	
Address			
Pianist		Telephone	
Address			
Wedding Coordinator		Telephone	
Address			
Caterer (If reception is at St Joseph Church)		Telephone	
Address			
Time church should be opened on wedding day		Time church can be closed after event (include cleanup-time)	
Reception location			
<b>Rooms or Services Requested</b>	<b>Usage Fees</b>	<b>Deposit Fees</b>	<b>Total</b>
<b>Grand Total</b>			

- 1) \_\_\_\_\_ Deposits are due upon application approval
- 2) \_\_\_\_\_ Proof of pre-marital counseling (due 2 months prior to event)
- 3) \_\_\_\_\_ Items due no less than 30 days prior to event:
  - Usage and Service Fees
  - Caterer's proof of liability insurance and copy of license due
  - Proof of User's liability insurance
- 4) \_\_\_\_\_ List of vocal / instrumental music to be used due at least two weeks prior to event

I have received, read, and understand the USER AGREEMENT RULES AND REGULATIONS for room usage at Saint Joseph Seventh-day Adventist Church and am willing to abide by these principles. I agree to pay the fees as stated in the User Agreement. I have signed a HOLD HARMLESS AGREEMENT which releases the Saint Joseph Seventh-day Adventist Church from any liabilities that may arise out of use of the Church Facilities.