

**SCHEDULING & PROCEDURAL REQUIREMENTS AND FEE STRUCTURE
FOR WEDDING RECEPTIONS IN MULTI-PURPOSE ROOM**

1. Wedding receptions may be held in Carlisle U. M. Church only for weddings which take place in this church.
2. All persons seeking to use the Multi-Purpose Room shall first complete and submit an "Application for Use" to the Wedding Coordinator, along with any required fees in accordance with the Fee Schedule.
3. If the Application for Use is approved, the individual will be notified of the approval and scheduling details by the Wedding Coordinator.
4. The arrival and departure times indicated on the Application for Use are to include any time during which the facility will not be fully available for other uses. This includes room preparation before and clean up after the reception. All users are responsible to begin activities promptly as scheduled and to vacate the facility at the designated time. The Multi-Purpose Room will be available from 6:00 PM the day prior to the wedding day until 8:00 PM the day of the wedding.
5. The church reserves the right to immediately terminate the use of the facility if, in the sole determination of the Church, any provision of these guidelines has been violated.

INSURANCE & LEGAL

1. The Church shall not be held responsible for any injuries or accidents occurring in the facility or elsewhere on the premises, absent a binding determination of gross negligence or recklessness.
2. The person reserving the facility shall be responsible to pay for any damages which occur during the use, and for the replacement of any missing items.
3. The Church shall not be responsible for any lost, damaged, or stolen personal property of any person.
4. All users shall promptly report any damages, injuries, or accidents occurring in the facility or elsewhere on the premises in writing to the Church (using the Accident/Damage Report Form on the Facility Use/Clean-up Checklist).
5. The person applying for use of the facility shall be required to agree to a hold harmless and indemnification provision as part of the Application for Use.

USE AND CONDUCT

1. The Wedding Coordinator will act as the "responsible party" designated by the Church and must be present during any use of the Multi-Purpose Room.
2. Intoxicating beverages or substances, illegal drugs, flammable or explosive devices, or weapons are not permitted on Church premises.

3. The use of tobacco products is not permitted in any building or on property owned by the Church, including the Multi-Purpose Room.
4. Profanity or disorderly, immoral or illegal conduct is not permitted on Church premises.
5. Minors shall be under proper adult supervision at all times. Parents or legal guardians shall be directly responsible for the supervision of their children while on Church premises. No other area of the church property, including the Nursery, is to be utilized except as authorized by the Wedding Coordinator.
6. Activity likely to cause damage to the facility or the Church premises, or risk of injury to persons or property, is not permitted.
7. Activity constituting a nuisance to neighbors of the Church or violating any ordinances of the Borough of Carlisle is not permitted.
8. Users shall use only the areas of the Church premises for which approval has been granted.
9. Users will be responsible for providing consumable supplies for their activities and events.
10. Nothing may be attached to the floors, walls, ceilings, furniture, windows, doors, or other surfaces by means of screws, nails, tacks, transparent tape, duct tape, or other types of tape. Masking tape only may be used.
11. Furnishings or other items shall not be moved into or out of the facility or other areas and rooms within the Church premises.
12. General room lighting, climate controls, sports equipment, or other special equipment on the Church premises may not be used or adjusted except by the Wedding Coordinator.
13. Any use of the kitchen or kitchen appliances must be in accordance with the Church's "Kitchen Use Policy".
14. Audio-visual equipment, musical instruments, stage lighting, kitchen appliances, or other special equipment on the Church premises may not be used or adjusted except by properly trained persons as assigned by the Church at the User's expense in accordance with the Fee Schedule.

See attached "Wedding Reception Fee Structure" for fees.

