



WEDDING USE POLICY (Revised 10/13/2012)

The Membership of New Life has set forth the following policy for usage of New Life facilities for Weddings:

Wedding use by Non-Members

There will be no non-member use of the facility. Any exceptions must be approved by the Elder Board. On these exceptions there will be an \$1000 charge for the use of the facility, a non-refundable \$250 security deposit and a \$300 janitorial fee for a total of \$1,550.00. Non-members must provide proof of accidental insurance to cover the liability during the time of the wedding and wedding rehearsal, set-up, and tear-down and incur full responsibility. Non-Members are subject to the schedule of usage fees as defined in Table 1: Schedule of Wedding Fees.

Wedding use by Active-Members

Active Members of Benton-New Life Church of God and their immediate family are allowed to use New Life facilities for a wedding at no charge. Active member status is defined as 3 months consecutive consistent Morning Worship and small group attendance and having formally joined Benton-New Life Church of God in accordance with the *Minutes of the Church of God*. Immediate family is defined as Son, Daughter, step-Son, or step-Daughter. Active members are subject to the schedule of usage fees as defined in Table 1: Schedule of Wedding Fees.

TABLE I: WEDDING SCHEDULE OF FEES

	Active Members	Non-Members
*Security Deposit	No Cost	\$250 Non-Refundable
*Building Use HVAC, Media Equipment Use, Janitorial Products	No Cost	\$1000
Janitorial (To be performed by current sub-contractor i.e. Crain's Janitorial) *Entire Sanctuary, Restrooms, Hallways, Dressing Rooms	\$75	\$300
Platform décor Remove/replace	\$50	
Conference Center and Kitchen for rehearsal dinner/small reception	\$50	\$70
Gym Reception (Mop, tear-down tables)	\$100	\$100
*Audio Operator (Must be New Life media staff)	\$50	\$50
Screen/Light Operator (Must be New Life media staff)	\$35	\$35
*Administrator	\$100	\$100
Décor	Per Women's Ministries Decorating Committee	
* Required fee. Other fees assessed based on usage.		

Billing

The wedding party must provide credit card authorization. New Life will authorize card for the sum of all services plus security deposit and bill the card for the actual services used. The wedding party will be billed by New Life for services used and agrees to pay New Life for all services used. New Life will make disbursements to each individual sub-contractor/staff members.

BUILDING USE POLICY (revised 10/13/2012)

The Membership of New Life has set forth the following policy for usage of New Life facilities:

Building use by Non-Members

There will be no non-member use of the facility. Any exceptions must be approved by the Elder Board. On these exceptions there will be a charge for the use of the facility as set forth by the Elder Board, a non-refundable security deposit and a janitorial fee. Non-members must provide proof of accidental insurance to cover the liability during the time of the event including set-up and tear-down and incur full responsibility.

Building use by Active-Members

Adult Active Members of Benton-New Life Church of God are allowed to use New Life facilities for certain events at no charge. Active member status is defined as 3 months consecutive consistent Morning Worship and small group attendance and having formally joined Benton-New Life Church of God in accordance with the *Minutes of the Church of God*.

New Life facilities may be used by Active Members for the following events:

- Weddings (*see Wedding Use Policy*),
- Wedding showers, including immediate family (*as defined in Wedding Use Policy*)
- Baby showers, including immediate family (*as defined in Wedding Use Policy*)
- Monumental wedding anniversaries (25th or 50th)
- Church-sponsored events and activities only.

New Life facilities may not be used for birthday parties, reunions, business or anniversary parties (with the exception of 25th or 50th wedding anniversaries).

A refundable security deposit and a janitorial fee will be required for non-church-sponsored event building use by Active Members (*see Table 2, Building Use Schedule of Fees*). A non-refundable security deposit/building use fee and janitorial fee will be required of all non-member groups (*see Table 2, Building Use Schedule of Fees*). Building use by non-members is subject to approval by the Elder Board.

TABLE 2: BUILDING USE SCHEDULE OF FEES

for Wedding Shower, Baby Shower, Monumental Anniversary

	Active Members	Non-Members
Room 119	\$75 deposit* \$20 janitorial	\$75 deposit \$20 janitorial
Room 121 (Conf. Ctr) Incl. Kitchen use.	\$100 deposit* \$35 janitorial	\$100 deposit \$35 janitorial
Gym	\$250 deposit* \$100 janitorial	\$250 deposit \$100 janitorial

* Security deposit refundable for Active Members.