

Refuge City Church

Facility Use Agreement

Refuge City Church wants to give the best possible service to members and friends! If you have questions, feel free to contact our office.

Phone: 541-882-1668

Fax: 541-882-3927

Email: admin@refugecity.church

Web: www.refugecity.church

Church location: 2610 Shasta Way, Klamath Falls OR, 97603

Office location: 1761 Washburn Way, Klamath Falls OR, 97603

Friendly Reminder: Submit this application and fees asap to book your event early. If you must cancel your event after it has been booked, we will return all fees, less 25%.

Your Information

Name: _____

Organization: _____

Address: _____

Phone: _____

Email: _____

Event Information

Nature of Event (wedding, party, etc): _____

Date and Time: _____

Additional Details: _____

Amenities

Friendly Reminder: Check all that apply, add the costs at the bottom. Some fees are waived for members who have been registered for more than 90 days.

Sanctuary (\$400) + Damage Deposit (\$300)

Use of sanctuary, stage, utilities, dressing rooms if needed, sound system (with technician), custodial clean-up. Up to 6 hours of use for decorating, pictures, event, reception, etc. Please add (\$100) for each additional hour of use.

The **damage deposit** will be returned after the event, if no damage has occurred.

For **weddings**: free for members (at least one member of one spouse's household).

For **funerals**: free for members who have passed.

Fellowship Hall (\$200)

Use of kitchen, gym, tables, chairs for up to 4 hours. Please add (\$100) for each additional hour of use.

Pastor (\$150)

For **weddings**: includes the ceremony, rehearsal, and pre-marital counseling. If the pastor must travel, please add (\$.53.5) per mile round trip and \$15 per meal for the travel duration.

For **funerals**: free for members who have passed.

Musician (\$75)

Subject to availability. Please contact our office asap to arrange a meeting with a musician.

For **funerals**: free for members who have passed.

Live Stream (\$150)

Our technicians will live stream your event in the sanctuary and provide you with a digital copy if requested.

Total Fees: _____

Signature: _____

The Fine Print (mostly for weddings)

MINISTER

The Pastors at Refuge City Church will officiate at all marriages in the church unless other arrangements are made with our office. Ministers of other denominations are free to use the facilities and perform the ceremony according to the rites of their respective church, subject to approval of our office. The bride and groom shall arrange premarital sessions with the pastor as far in advance of the ceremony as possible. A minimum of four hours counseling is required. The pastor will conduct the rehearsal, usually the evening before the ceremony.

MUSIC

Music used for any event should be in keeping with the sacredness and dignity of the sanctuary.

PHOTOGRAPHY

Photographs may not be taken from behind the minister.

DECORATIONS

Florists should be sure to arrive at a time when the family is decorating. Only dripless candles may be used; protective covering under candles is still required. The wedding party is responsible for cleaning and reimbursement for damage should dripping occur. Flowers must be in clean, leak proof containers. Church premises shall be left as clean as possible after removal of decorations.

BIRDSEED

Rice and confetti are not to be used. Birdseed may be thrown outside the building only.

DANCING

Formal dances are prohibited in the fellowship hall.

ALCOHOL & DRUG FREE

No alcoholic beverages are to be consumed on the property. It is expected that members of a wedding party will refrain from alcoholic beverages immediately preceding both the rehearsal and the wedding. The bride and groom shall make these rules known to all members of the wedding party and guests.

