



Facility Use Policy

General Guidelines

1. Lake Ozark Christian Church is a house of worship whose purpose is to serve its members and the community. The building and grounds are tools for enhancing ministry and witness. Community outreach includes the use of the facilities by groups whose goals and values are consistent with those of the congregation. The church is not a venue for profit-making entities.
2. Lake Ozark Christian Church is a smoke-free, drug-free, alcohol-free and weapons-free facility.
3. Anyone who is disruptive may be excluded. Fees for use of the building will be determined by the Leadership Council. The fees do not include gratuities for the soloist or minister.
4. Requests for use of the building by non-member groups must be approved by Chair of the Resource Income Committee and/or Events Coordinator.
 - A designated church member will be present to assist non-member groups.
 - Lights, heating/cooling and sound equipment will be handled by an authorized representative.
 - Scheduling of church activities takes priority over non-member groups.
5. Anyone using the facilities is expected to return the area to the condition in which it was found.
 - No decorations can be used that will deface or leave permanent marks on the furniture or walls. Use of tacks, nails, tape, glue or putty is prohibited.
 - The person requesting the use of the building will be responsible for removing decorations after the event.
6. Use of the organ, piano, or musical instruments for practice can be scheduled with the Choral Director after prior approval from Leadership Council.
7. Lake Ozark Christian Church accepts no responsibility for the behavior and actions by attendees or for damages, liability or expenses incurred by the attendees of an event. This is the responsibility of the renter. All damages, if any, will be charged to renter.

Weddings

1. The minister will assist the couple in developing the consecrated ceremony of marriage.
2. Guest ministers may participate in the ceremony at the discretion of minister.
3. Use of the sound equipment is required and will be managed by a designated church technician. This includes outside musicians.
4. Use of rice and birdseed is prohibited. Bubbles outside only.
5. Arrangement of the chancel area and furnishings will only be changed by designated church representatives.
6. Activity of the photographer will be coordinated with the minister.
7. Church will be available two hours before ceremony.
8. Fees vary based on location and other needs.

Funerals

1. The minister will review and approve the details of the service. Guest ministers may participate in the service.
2. Use of the kitchen and fellowship hall is available. The Care Connections Team is available to provide refreshments.
3. There is no fee for funerals.



Schedule of Fees

| | Sanctuary | ✓ (check all that apply) | Chapel | ✓ (check all that apply) | Outdoor Chapel | ✓ (check all that apply) |
|--|-----------------|--------------------------------------|-----------------|--------------------------------------|-----------------|--------------------------------------|
| Occupancy | 450 | | 120 | | 180 | |
| Fee | \$600 | | \$300 | | \$300 | |
| Refundable Deposit | \$300 | | \$100 | | \$100 | |
| Multi-Purpose Room for Bride & Attendants | \$ 50 | | \$ 50 | | \$ 50 | |
| Refundable Deposit | \$ 50 | | \$ 50 | | \$ 50 | |
| Meditation Room for Groom & Attendants | \$ 50 | | \$ 50 | | \$ 50 | |
| Refundable Deposit | \$ 50 | | \$ 50 | | \$ 50 | |
| Custodial Services (Not Optional) | \$100 | | \$100 | | \$100 | |
| LOCC Event Coordinator | \$ 75 | | \$ 75 | | \$ 75 | |
| LOCC Organist | \$100 | | \$100 | | \$100 | |
| LOCC Sound System * | \$ 75 | | \$ 75 | | \$ 75 | |
| LOCC Video System * | \$ 75 | | \$ 75 | | \$ 75 | |
| | | | | | | |
| Total | \$ _____ | | \$ _____ | | \$ _____ | |

* Video and Sound System must be operated by an approved LOCC technician.

Additional Notes

- Rehearsal time not to exceed two hours.
- The church will be available two (2) hours prior to the wedding ceremony.
- An envelope will be provided the day of the ceremony for the minister gratuity.

Renter Name (Printed): _____

Renter Signature

Date

Coordinator Signature

Date



Wedding Information Sheet

Wedding Date: _____ Application Date: _____

Wedding Time: _____ Rehearsal Date & Time: _____

Number of Guests: _____ Location: Sanctuary Chapel Outdoors

Groom's Full Name: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Age: _____ Date of Birth: _____

Church Affiliation: _____

Parent's Names: _____

Bride's Full Name: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Age: _____ Date of Birth: _____

Church Affiliation: _____

Parent's Names: _____

Ceremony Type: Double Ring Single Ring Other _____

Best Man's Name: _____

Number of Groomsmen: _____ Number of Ushers: _____

Maid or Matron of Honor's Name: _____

Number of Bridesmaids: _____ Flower Girl: _____ Ring Bearer: _____

Giving Bride Away: _____

Event Coordinator Checklist

Minister: _____

Fee: _____

Organist: _____

Fee: _____

No. of Songs: _____

Soloist: _____

Fee: _____

No. of Songs: _____

Other Music: _____

Sound Form: _____

Sound Technician: _____

Florist: _____

Flower Delivery Time: _____

Aisle Runner: ___ Yes ___ No

Candelabra: ___ Yes ___ No

Candles: _____ Unity: _____

Other: _____ Sand: _____