INFORMATION SHEET
FOR
BUILDING COORDINATOR

Bride _____ Phone(s) _____

Groom _____ Phone(s) _____

Contact Person Other than Bride/Groom _____

Phone(s) _____

Decoration Date _____ Time* _____

Rehearsal Date _____ Time* _____

Wedding Date _____ Time* _____

Rehearsal Dinner on Site? Yes ( ) No ( ) If "Yes", complete the following.

Location:
___ Fireside Room
___ FMC-Gym
___ FMC-Cafeteria
___ Teen Worship Center

Number of Tables Needed _____
Number of Chairs Needed _____

Time* _____

Reception on Site? Yes ( ) No ( ) If "Yes", complete the following.

Location:
___ FMC-Gym
___ FMC-Cafeteria

Number of Tables Needed _____

Number of Chairs Needed _____

Time* _____

$200 Security Deposit is due with the completed application. The deposit will be refunded if canceled *more than 30 days prior to the reserved date.* It will also be refunded within 2 weeks after the wedding, if no damages have occurred (e.g. candle wax, church equipment left in less than acceptable condition), and all properties of the church are deemed in good condition. If the Building Coordinator must return after 11:00 pm, $25 of the deposit is forfeited. The remaining rental fee is due in full 30 days prior to the wedding.

PAID _____ DATE _____

**Times given should be time facility needs to be unlocked and time that facility will be empty and ready to be locked. For example, if rehearsal is scheduled for 6:00 and you want to get in at 5:30, time given should be 5:30 – 7:00. The 7:00 time means rehearsal is over, everyone is gone & the building can be secured for the night.*