

San Jose Christian Alliance Church

Wedding Policy

Purpose:

To outline church facility rental for wedding ceremonies.

Scope/Eligibility:

Members, of SJCAC or SJCAC C&MA partnering churches, who would like to use the church facility for his/her wedding ceremony. SJCAC C&MA partnering churches are churches that SJCAC formally gives permission to meet in SJCAC campus at 2360 McLaughlin Ave., San Jose, California.

Detailed Guidelines of Policy

1. San Jose Christian Alliance Church (SJCAC) does not rent out their facilities to non-members for weddings.
2. All wedding reservations are scheduled on the first come first serve basis.

Officiating Pastors

1. Only members of the SJCAC or SJCAC C&MA partnering churches pastoral staff may perform wedding ceremonies in their facilities. The senior pastor may grant exceptions in certain specified circumstances (e.g. a relative of the bride or groom). However, the couple must still complete a premarital counseling course conducted either by one of the SJCAC or SJCAC C&MA partnering churches pastors or an approved counselor.
2. There needs to be a meeting with the SJCAC or SJCAC C&MA partnering churches pastor who is going to perform the ceremony before the couple may fill out the attached form for a wedding reservation and return it to the church office. Upon receipt of this form and the deposit, the wedding will be scheduled.

Wedding Times & Facilities

1. Due to all the scheduled church activities, SJCAC requests that wedding ceremonies are held on Saturday no later than 2 pm, and rehearsals be held on Thursday or Friday evenings.
2. The maximum capacity of the Sanctuary is 295, and the maximum capacity for the chapel is 114.
3. Rice, confetti, birdseed etc. **cannot** be thrown on church grounds.
4. The nursery is available for usage. Adults must be present in the room at all times.
5. The church is not liable for any decorations or personal belongings left behind.

Fees & Services

1. The services of SJCAC's wedding coordinator are required. The wedding coordinator will contact the couple in assisting in rehearsal and other details.
2. The couple should recruit helpers as a general affairs team who will cooperate with the wedding coordinator to clean up after the ceremony. The room(s) need to be found as they were before the ceremony for the next day's worship service.
3. All decorations need to be discussed with the wedding coordinator. All wedding decorations **CANNOT** be on any sound panels placed on the wall of the Sanctuary. Care of Church property is of utmost importance.
4. SJCAC-trained A/V technician is required for the operation of SJCAC A/V equipment. S/he will assist the couple in all the details of the sound equipment and set-up that they might need. S/he must consult with SJCAC office staff for any special arrangement.
5. All entertainment must be discussed with the wedding coordinator.

6. Breakage of any kind shall be replaced at replacement price. Please report all breakage to the wedding coordinator.
7. There will be an extra charge for any special cleaning of church facilities that is necessary.
8. A deposit of 20% of the total is requested at time of reservation. Deposit will be refunded afterward if everything is in order after the wedding.
9. Total amount should be paid by rehearsal day.
10. Cancellations made after 30 days of reservation are subject to no refund for the deposit.
11. Any exceptions to the guidelines can only be granted with the approval of both the pastor and the Elder Board.
12. The following outlines the wedding rental fees: (suggested for staff meeting discussion)

Basic Facilities Rental

Item	Fee
Sanctuary Rental	\$1,000
Wedding Coordinator	\$200 basic charge, \$100 / <i>additional hour</i>
A/V Technician	\$100 basic charge, \$50 / <i>additional hour</i>
Chapel Rental	\$500
Beck Deck Rental	\$200

*Deck usage form must be filled in. Additional charge may apply.

Receptions

1. The reception may be held in the Chapel. The services of the wedding coordinator are required for this.
S/he will assist you in handling details of your reception.
2. Alcoholic beverages **CANNOT** be served on the premises. We also request that there be **NO** smoking on the church premises.

San Jose Christian Alliance Church

Wedding Reservation Form

- This form is to be turned in to church office accompanied by the 20% refundable deposit.
- No date is confirmed until deposit and this form have been received.

Bride	Groom
Name:	Name:
Current Address:	Current Address:
Address After Marriage:	
Cell phone:	Cell phone:
Home phone:	Home phone:
E-mail:	E-mail:

1. Officiating Pastor and premarital counseling Pastor:

2. Wedding Ceremony

Date: _____ Time: _____ # of people expected _____

Reception (if at SJCAC)

Time: _____ # of people expected _____

3. Communion in the wedding service? YES NO

4. Rehearsal

Date: _____ Time: _____

Rehearsal Dinner (if at SJCAC)

Time: _____ Room/Place: _____

4. Wedding Manager: _____

Contact number: _____ Email: _____

5. SJCAC Trained Sound Technician: _____

Contact number: _____ Email: _____

Basic Facilities Rental

	Item	Fee	Note
	Sanctuary Rental	\$1,000	
	Wedding Coordinator	\$200 basic charge <i>\$100 / additional hour</i>	
	A/V Technician	\$100 basic charge <i>\$50 / additional hour/person</i>	
	Chapel Rental	\$500	
	Beck Deck Rental	\$200	

* There will be extra charge for any special cleaning of church facilities if necessary.

* Deck usage form must be filled in. Additional charge may apply.

Total Amount: \$ _____ **Check #** _____

- **Deposit (20% of total):** \$ _____ **Check #** _____ **Date Receive:** _____

- **Remaining Amount:** \$ _____ **Date Receive:** _____

We agree to comply with the rules and regulations of the SJCAC wedding policy.

BRIDE

GROOM