

HIGHLAND HEIGHTS CHURCH OF CHRIST
P .0. Box 465, 785 S. Lowry
Smyrna, TN 37167

APPLICATION FOR THE USE OF THE BUILDING

Names:

Groom _____

Bride _____

Contact person's address & phone: _____

Name of person performing the ceremony: _____

Please give name, address and phone number of parents or guardians: _____

Dates and times requested: _____

Type of event taking place: _____

Parts of the building needed: Auditorium ___ Fellowship Room ___ Classrooms # ___ Kitchen ___

RULES AND REGULATIONS
WE DO NOT BOOK EVENTS ON HOLIDAYS, HOLIDAY WEEKENDS OR SUNDAYS.

There is a \$100 fee for the use of the building, and also a \$150 deposit or security fee. You will be responsible for any damages to the building. (Only our members may use the education building behind the church building, and the round tables, for a wedding.) You are asked to clean and straighten up, leaving the building as you found it. If the building is found to be clean and in order, with no damages, we will return your deposit of \$150. There is a fee of \$200 for our sound system men to operate the sound system and lights for the rehearsal and wedding. The sound system workers are not wedding coordinators, but are there to work the sound and lighting. Therefore, if you have music that you would like to be played through the PA system, please have the songs in the order that you want them played.

Marriage is a divine institution. Therefore, since the holy scriptures does not authorize women Deacons, Elders, Preachers or public teaching of, or usurping authority over men, women may not perform the wedding ceremony, because of worship connotations such as reading scripture and prayer included in a marriage (wedding) ceremony. Further, same sex marriages are prohibited.

Use of tobacco, alcoholic beverages or any illegal controlled substance is not allowed in any part of the facility. Dancing is not permitted in the facility. Use birdseed outside the building. Do not use any other items that may cause damage to the building. Only members of Highland Heights may use the dishes in the kitchen. If you use musical instruments they must be removed from the building immediately following the ceremony or event, as well as any decorations.

Please fill out this form in duplicate and return one copy to the secretary along with your deposit and fees as soon as possible. Please make the checks out separately (\$100, \$150 & \$200) to Highland Heights Church of Christ. We will at that time reserve your dates. You will need to contact the secretary for a key to the church building. Our office is on the left side of the duplex, behind the church building. (Not the yellow house.) After your event, if the secretary or sound technician is not there, leave the key on top of the refrigerator in the kitchen. Please make sure all doors are locked. You may get in touch with the church secretaries from 8 a.m. -10:45 a.m & 12 noon- 2:30 p.m, Monday -Friday.

Our Phone number is 459-4071. You may call and leave a message if no one is in the office. Please see our clean up sheet.

I agree to these rules and regulations _____ Date _____

CLEAN UP LIST

EVERYONE THAT USES THE BUILDING IS ASKED TO CLEAN UP AFTERWARDS

1. The vacuum cleaner and broom are in the closet next to the girl's restroom across from the fellowship room or reception room. (The key that opens the building will also open that closet.) Please vacuum all the floors in the areas that you use, and sweep any rice, etc. off the entrance areas inside and out. ***Other cleaning supplies are also in the closet.
2. Do not use any of the classrooms in the old part of the building. This is to keep clean up and security efforts easier. (You may use the classrooms around the auditorium area.)
3. Put all items that were moved for your event back into its place.
4. If you spill something, clean it up.
5. Make sure the kitchen and all areas of the building are clean before leaving.
6. If you brought in a musical instrument for your event, it has to be out of the building before you leave.
7. Empty ALL trash before leaving. That includes the bathrooms that were used. The trashcans are on the outside back area of the building, inside the white picket fence.
8. Put new trash bags in trashcans. The trash bags are in the pantry that is next to the kitchen. If you cannot locate them, ask the sound technician or one of our members.

Notice: We do not have an icemaker in the small fellowship room. So you will need to bring your own ice.
Only members of Highland Heights may use the dishes, silverware, etc. in the kitchen.

Thank you.

****If you prefer not to clean up yourself, you may contact our cleaning lady to see if she is available and what her price is. She works on her own schedule, so you will need to contact her as soon as possible. If she is not able to do it, you are responsible for the clean up yourself. Her name is Sandra and you may contact her at 895-0845.