



Facilities Rental Regulations - Weddings

WELCOME

Thank you for considering RADIUS Church as a potential location for your wedding. RADIUS Church wants to serve our community by being hospitable. We are happy to partner with you to make your wedding an event that brings lasting joy and that honors God. Your wedding ceremony will be the story of your love and God's love for your new family.

START HERE

The first step to scheduling your wedding at RADIUS Church is to read through these wedding guidelines and complete the Event Request Form. At that time, a RADIUS Church Event Coordinator can confirm available dates and answer any additional questions you may have.

ARE WE A GOOD FIT?

All ceremonies held at RADIUS Church need to be consistent with the church's values and beliefs. RADIUS Church reserves the right to approve, alter or deny any aspect of the event based on these beliefs. These can be found online at <http://radiuschurch.org>.

RADIUS PARTNERS AND FRIENDS

RADIUS COVENANT PARTNERS AND CHILDREN OF PARTNERS

A RADIUS Pastor can be available to perform your wedding ceremony. RADIUS requires that all couples who wish to be married by a RADIUS Pastor participate in a premarital consultation with a RADIUS Pastor as well as engage in our Marriage Mentor process (with an assigned RADIUS couple). Guest pastors are welcome to participate and officiate; however, all requests must be made during the application process.

FRIENDS OF RADIUS

The facility is available to Friends of RADIUS, but will be evaluated on an individual basis. RADIUS requires that all couples who wish to be married by a RADIUS Pastor participate in a premarital consultation with a RADIUS Pastor as well as engage in our Marriage Mentor process (with an assigned RADIUS couple). Guest pastors are welcome to participate and officiate; however, all requests must be made during the application process.

All ceremonies held at RADIUS Church need to be consistent with the church's values and beliefs. RADIUS Church reserves the right to approve, alter or deny any aspect of the ceremony based on these beliefs. These can be found online at <http://radiuschurch.org/about/>.

RESERVING THE SANCTUARY AND OTHER FACILITIES

The sanctuary, and other church facilities, may be reserved for weddings and receptions on a first come first serve basis.

As a **partner**, you may submit a date request no earlier than one (1) year in advance. Even if the date is open on the church calendar, this does not guarantee the date. Please do not book other venues based upon this request. Your request will be taken into consideration during our calendar staff meeting after you meet.

As a **friend of RADIUS**, you may submit a date request no earlier than six (6) months in advance. Even if the date is open on the church calendar, this does not guarantee the date. Please do not book other venues based upon this request. Your request will be taken in consideration during our calendar staff meeting after you meet the criteria. If there are no conflicts, your date will be approved.

Upon approval of your wedding date, a deposit of 50% of your wedding fee is required and must be paid within two (2) weeks.

All applicants must have an in-person meeting with the Event Coordinator to walk through the venue. All necessary forms are to be completed by the Campus Coordinator / Event Coordinator and the dates marked on the church calendar at that time.

ACCESS AND DECOR

We know you want your day to look and feel special. Here are the guidelines for making that happen and preserving the beauty of our facilities.

Access to the facilities is as follows: one hour before and after rehearsal; four hours before and two hours after the wedding; and two hours before and after an event taking place in other rooms of the facilities.

The following are guidelines for decorations. You will meet with your Event Coordinator to help firm up your plans and make sure they work in the space.

- No nails, tacks, tape, pins, staples, gum or anything that will mar woodwork or furniture may be used.
- All potted plants must be in drip trays.
- Only dripless candles may be used. Candle stands are not permitted in the aisles.
- All materials used in connection with the decorations must be removed from the building immediately after the event. All set-up and clean-up is the responsibility of the event participants and clean-up should be completed within 1 hour following the event. Failure to arrange for removal may result in forfeiture of security/damages deposit.

- All equipment not provided by RADIUS Church must be delivered and picked up during the time span given for your event.
- You need prior permission to move any furniture. Anything moved must be replaced after the ceremony.
- No confetti, rice, sparklers, or non-biodegradable items may be used on campus or in any of RADIUS Church's facilities. Balloons, bubbles or birdseed are an acceptable alternative for outdoor events.

MUSIC

Your music selections should honor God and create a worshipful atmosphere for your wedding ceremony. All music selections must be turned in to the church wedding coordinator in advance.

It is a good idea to have your musicians at your rehearsal. At that point they can meet the technician and rehearse in the sanctuary.

CAPTURING YOUR MEMORIES ON THE BIG DAY

During the ceremony, the photographer or videographer needs to stay off the platform area. Pictures should be taken from the back or sides of the room, or from the balcony (if applicable).

Videography is allowed, provided the equipment doesn't distract from the ceremony, impede the movement of guests, or damage the facilities. The videographer must remain 10 feet from the front rows during the ceremony.

HELP ALONG THE WAY - YOUR TEAM AT RADIUS CHURCH

Event Coordinator (Up to \$200)

Once your event date is confirmed on the church's calendar, we will assign to your event an Event Coordinator. The Event Coordinators will:

- (1) Guide you through the event process as it pertains specifically to RADIUS Church and your needs.
- (2) Provide answers and guidance concerning best use of the church facilities, procedures, decorations, custodial services and scheduling.
- (3) In the case of any discrepancy between the event participants, vendors or any other member associated with the event, the Event Coordinator will make the final decision.

A wedding director from our approved list is required for all weddings. A list of names and contact numbers will be provided to you. Please contact one of these directors for their availability and fees as soon as your wedding date has been approved. We do not allow outside wedding directors.

Please provide a list of your vendors one month before the wedding.

On-site Technician (Up to \$200)

Due to the complex nature of the facility audio, video & lighting systems, all events requiring the use of Audio-Video equipment are required to be supported by one of the church's approved technicians to operate the equipment. The technician will be scheduled through RADIUS' Media Director.

RADIUS reserves the right to waive or retain this requirement depending on the size and scope of the event.

ALCOHOL, TOBACCO, AND DRUGS

RADIUS Church allows the service and consumption of alcohol by / to all event attendees over the legal drinking age (21 years of age). Acceptable forms of alcohol are limited to beer, wine and sparkling wine. The service and / or consumption of ALL forms of "hard liquor" (ie. vodka, tequila, scotch, whiskey, et. al) are prohibited on RADIUS Church premises.

While on RADIUS Church premises, we ask all event attendees to conduct themselves in accordance with biblical and church values and to maintain appropriate control of their persons while under the influence of alcohol.

While RADIUS Church allows alcoholic beverages to be served and / or consumed, we reserve the right to "shut down the bar" (stop the service) of alcohol at any point should the on-site Event Coordinator become aware of inappropriate behavior (or any behavior that is inconsistent with proper social conduct.) Drunkenness is prohibited. The bar will be shut down 45 mins before the end of the event.

All RADIUS Church facilities are drug-free and tobacco-free.

ADDITIONAL FACILITIES GUIDELINES

Please review the following restrictions. To avoid possible conflict, it is suggested that these be brought to the attention of all participants. Any questions should be discussed with your Event Coordinator.

- Breakage of and/or damage to any church equipment or property must be reimbursed at replacement value and will first be deducted from your deposit. Any remaining cost will be invoiced following the event.
- RADIUS Church is not responsible for lost or stolen property. Please do not bring valuables. RADIUS Church is not responsible for property left at the church before, during or after an event.
- Childcare Facilities can be made available. This is done on a case by case basis. RADIUS Church will provide a list of approved childcare workers and their pay scale for events.
- Excessive clean up will result in a forfeiture of your deposit.

MEDICAL RELEASE

By hosting an event at RADIUS Church, the purchaser (visiting party) takes full responsibility for all precautions and over all safety of the event. RADIUS Church is not liable or responsible for any injury, sickness, medical emergency, or death that takes place on our property during any period during, before, or after the event. By initialing below, the purchaser agrees that RADIUS Church is not held responsible for any medical incident or emergency related to the event.

INITIAL HERE: _____

SECURITY DEPOSIT

Failure to comply with our guidelines will be considered a breach of contract and the security deposit for the event will be withheld. The facility will be inspected immediately after the event by an authorized RADIUS representative. If you have any questions about the security deposit, please ask your Event Coordinator.

RADIUS CHURCH FEE SCHEDULE

Security/Damages Deposit (Up to \$500.00)

The security deposit is due at the time you book your event. This deposit secures your date on the church facility calendar and will be returned to you within 30 days following your event. Failure to comply with any of the policies stated, including breakage and excessive clean-up could result in forfeiture of your deposit. Charges for damage and cleanup are not assessed on a sliding scale; the deposit is either retained or refunded in whole. The up to \$500 deposit is refundable if no damage occurs, cleanup after the event is satisfactory and event takes place in compliance with the above-stated policies.

Payment

Please make all checks out to "RADIUS Church" with the appropriate fee / invoice / scheduled date information in the Memo line of the check. Checks can be dropped off at the church or mailed to RADIUS Church, P.O. Box 1454, Lexington, SC 29071..

RADIUS Partner Pricing

RADIUS Partners will receive a 50% discount on the deposit and all fees, unless otherwise stated in the campus specific Facilities Rental Details document. This includes the costs of additional services such as set-up (optional), teardown (optional), an A/V technician (required if using auditorium), an Event Coordinator (required), a janitorial fee (required), and more.

AGREEMENT AND SIGNATURE

I, _____, the undersigned, having read and understood the Facilities Rental Regulations document provided to me by an employee or authorized representative of RADIUS Church, do hereby agree to abide by all policies, procedures and guidelines outlined in said document. I understand and agree that I will take personal responsibility for both the physical safety and health of both myself and attendance of my event, including but not limited to traveling to and/or from RADIUS Church. I understand that any failure on my part to abide by these guidelines could result in the loss of any deposits (or other potentially refundable monies). Further, I agree and understand that: in the event of my failure (or the failure of any member, associate, attender or representative of my event) to abide by any policy, procedure or guideline outlined in said document that is deemed harmful, hazardous, malicious or in any other way out of line with conduct acceptable on RADIUS Church property, RADIUS Church reserves the right to immediately, physically remove me (or said member, associate, attender or representative of my event) from the RADIUS Church premises. I will, to the best of my ability, abide by the spirit of policies, procedures and guidelines outlined and will conduct myself in a manner consistent with positive social interactions when on RADIUS Church property.

(Purchaser Signature)

(Date)

(RADIUS Representative)

(Date)