

## **Christ Church of Dubuque Facility Use Overview, Policy, & Application**

Christ Church of Dubuque is located in the Fountain Park Plaza off Asbury Road. Our facilities can be used for weddings, family events, and community gatherings. Please review this document to learn more about our facility and our usage policy. If you are interested in using our facility, please fill out the attached application. Final review and usage approval must be obtained by the Elders of Christ Church of Dubuque.

### **Facility Overview:**

- ◇ Our facility is a beautiful historic church with gorgeous stained glass windows, vaulted ceilings with a mural above the sanctuary stage, rich woodwork, and an enclosed courtyard! It is located on Asbury as a part of Fountain Park Business Center, noted for its landscaping, charm and of course its fountains.
- ◇ Shared on-site, off-street parking is adjacent to our front entrance.
- ◇ The approach to our entrance is covered and lighted; a great convenience in inclement weather!
- ◇ The sanctuary seats approximately 150 comfortably. The windows of the sanctuary open up to the courtyard and more seating can be placed there. We have 20 folding chairs, that you are welcome to use. You can rent extra chairs of your own accord (they start at \$1 a piece at local rental shops.)
- ◇ We have eight 5' round tables for banquet-style seating. Up to five of these tables can fit in The Courtyard and up to 6 can fit in the sanctuary area. These tables comfortably seat 6 (upholstered chairs) but up to 8 folding chairs can fit. We have 3-4 rectangular folding tables for serving or creating a "head table" upon either stage. We also have some kiddie tables and chairs too.
- ◇ We have a "class room" located at the rear of the sanctuary. It has large windows that over look the sanctuary and can be used for extra seating or as a nursing/crying/get-a-way room.
- ◇ The Living Water area sits a total of 28 (16 around 4 bar tables and 12 at the bar).
- ◇ Our sanctuary is equipped with an electric piano and sound system. Please let us know your sound system needs so we can determine if we are able to accommodate them. We have pianists, stringed instrument musicians, and vocalists in our congregation who are regularly hired for weddings or events. We can help you get in touch with them, if you would like.
- ◇ Our modestly equipped kitchen area includes a refrigerator, sink, and coffee maker. You can use any serving utensils within the kitchen, simply wash them and return them to their storage locations. You are also welcome to use outside catering for your event.

### **Facility Use Policy:**

- ◇ Use of our facilities for a wedding requires a consultation with our facility liaison.
- ◇ You must provide your own officiate for your ceremonies.
- ◇ Alcoholic beverages may not be consumed within the facility.
- ◇ Saturday usage must conclude by 9:00pm to accommodate our Sunday worship services.
- ◇ You must provide your own paper products in serving food (plates, cups, flatware, napkins, bowls, etc.).
- ◇ Ivory colored table linens sized to fit our five-foot round banquet tables are available for use for \$10 each (required for dry cleaning expenses.)
- ◇ At the end of the usage period, the facility needs to be returned and cleaned to a pre-usage condition. This includes: cleaned kitchen area, trash bins emptied and taken out to the dumpsters (located outside at the rear of the Fountain Park property), vacuum/sweep floors, and all personal property removed.
- ◇ Christ Church of Dubuque will be responsible for moving tables and chairs and returning the facility to our normal church set-up.
- ◇ Christ Church of Dubuque reserves the right to refuse any parties request for usage under any conditions.

### **Facility Cost:**

- ◇ Facility use of all spaces (Living Water, Courtyard & Sanctuary):
  - \$100 deposit (due at time of reservation) plus \$500 additional payable the day of the event; fee includes up to eight hours use.
  - \$50 charge for the church liaison and/or sound person during the event payable to said persons the day of the event.
- ◇ Facility use of Living Water:
  - \$100.00 fee that is payable at the time of reservation; fee includes up to four hours use.
  - \$50 charge for the church liaison payable to said person the day of the event.
- ◇ Facility use of Courtyard:
  - \$200.00 fee that is payable at the time of reservation; fee includes up to five hours use.
  - \$50 charge for the church liaison payable to said person the day of the event.

If you are interested in using our facility, and can agree to the usage policy as stated above, please complete the usage application and return it to Christ Church of Dubuque. Your application will be reviewed. We will follow up with you with any questions and to let you know if we can fulfill your usage request. Thank you!

**Christ Church of Dubuque  
Facility Use Application**

Name: \_\_\_\_\_

Requesting Organization or Party: \_\_\_\_\_

If this usage is requested by a community or non-profit organization, please briefly describe the purpose and mission of your organization.

\_\_\_\_\_

\_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Type of Use:

\_\_\_\_\_ Wedding

\_\_\_\_\_ Community Event

\_\_\_\_\_ Family Event

\_\_\_\_\_ Other (please describe) \_\_\_\_\_

\_\_\_\_\_

Set-Up Request:

Please describe what facility set-up your event will require (auditorium seating, banquet tables, etc.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of your event: \_\_\_\_\_

Start/end time of your event: (Include reasonable set-up/clean-up times) \_\_\_\_\_

\_\_\_\_\_

How many people are you expecting? \_\_\_\_\_

Will alcohol be served at this event?

\_\_\_\_\_ Yes

\_\_\_\_\_ No

## Fee Summary:

<b>Usage Fees</b> Includes 8 hours for full building use, 6 hours for Courtyard and 4 hours for Living Water use	\$500 for wedding/full building use, plus \$100 deposit due at time of reservation. \$200 for Courtyard due at time of reservation. \$100 for Living Water due at time of reservation.	
<b>Extra Hours Fee (optional)</b> For hours in excess of 8 hours for full building use and in excess of 6 hours for Courtyard and in excess of 4 hours for Living Water use.	\$20/hour for extra hours Will be billed to you.	
<b>Linen usage (optional)</b>	\$10 each payable on the day of the event.	
<b>Church Liaison</b> Mandatory fee for a church representative to be on-site during the full hours of your event.	\$50 payable to said person on the day of the event.	
<b>Sound Technician</b> If your event requires microphones.	\$50 payable to said person on the day of the event.	
<b>Total Usage Fee</b>		