

CUCHARA CHAPEL

Policies Governing Use of Cuchara Chapel and Reservation Contract

Wedding ceremonies and Memorial services are as much acts of worship as a Sunday services and should be conducted accordingly. The following policies shall apply to these events:

RESERVATIONS

- The chapel is available for weddings and other events from the Memorial Day weekend through the Labor Day weekend.
- Forms necessary for reservations are found on www.cucharachapel.org.
- **All information requested must be supplied and returned with the appropriate fees. Signatures are required on the "Policies Governing the Use of Cuchara Chapel" form.**
- **No date will be considered firm until the forms with all requested information have been completed and all fees are in the hands of the Event Coordinator.**

FEES (WEDDINGS ONLY)

- Fees must be paid in advance of the event, and within thirty days of receiving the information form. Checks should be made payable to CUCHARA CHAPEL.
- Fees charged will cover the cost of cleaning the chapel before and after the services, utilities, general chapel maintenance, and the work of the Event Coordinator
- The fee Schedule is \$150.00 for a wedding without a rehearsal or \$250.00 for a wedding with a rehearsal. For clergy fees, see the section entitled **Officiants**.
- All fees will be reimbursed in full in the event of the cancellation of the service if the Event Coordinator is notified a minimum of seventy-two [72] hours prior to the service time. Exceptions shall be made only in those instances of the incapacity of the bride or groom due to an accident or illness or death of an immediate family member.

AVAILABILITY OF THE CHAPEL

- Rehearsals: The time span of the rehearsal shall be **one** hour.
- Ceremony: The time span for the wedding ceremony will be **three** hours, which includes pre-service activities, such as decorating, practicing of service music, the ceremony itself, and post service pictures.
- The Event Coordinator, assigned by the Board, will be responsible for opening the chapel at the arranged times, and locking the Chapel upon completion.

GENERAL POLICIES

- The Chapel and its furnishings shall be treated with utmost respect at all times by all present.
- The Chapel's two brass candelabras, holding five candles each, may be used.
- All candles must be placed on the protective Lucite covering on the altar.
- All floral arrangements must be placed on the protective Lucite covering on the altar.
- No rice, confetti (including biodegradable), bubbles, or birdseed may be used/thrown inside or outside the Chapel.
- No pets are allowed in the Chapel.
- Chapel seating cannot be modified.
- The American flag and the Christian flag are permanent Chapel furnishings and may not be moved from the altar area.
- Podium seats are permanent Chapel furnishings and may not be moved from the altar area.

EVENT COORDINATOR

- The Event Coordinator is either a member of the Chapel Board or the Board's designee.
- The Event Coordinator will assist the wedding party and assure that the wedding party adheres to the policies set forth in this policy statement.

Decisions rendered by the Event Coordinator will be final and not subject to appeal.

***Initials _____

- The Event Coordinator will be present during the duration of the rehearsal and the wedding, including pre-service and post- service activities.

SERVICE MUSIC AND EQUIPMENT

- Since the wedding ceremony or the memorial service is a service of Christian worship, the selection of music should be made with this in mind.
- The officiant presiding over the ceremony should approve the music selected.

- The organ and/or keyboard may be used, but not moved from location.
- The microphone sound system may be used but is not to be altered in volume or other sound controls.
Users must provide their own speaker system for CDs, iPods and MP3s.

OFFICIANTS

- Since the wedding ceremony is a worship service, the person officiating should be an ordained or licensed clergy person. Only when an ordained or licensed clergy person is not available should a civil servant preside over the service.
- The chapel does not provide a clergy person. If the couple requests the services of a local minister from Cuchara and not a minister from their own church or community, the following fees shall apply:
 - a minimum honorarium of \$150.00 shall be mandatory (unless declined by the minister) for weddings where no rehearsal or other preparations are required;
 - a minimum honorarium of \$250.00 shall be mandatory (unless declined by the minister) for weddings where a rehearsal or premarital counseling services are requested in addition to the wedding ceremony. The Event Coordinator shall make the wedding party aware of these requirements.

SECURITY

- **Any items or equipment brought into the chapel for the service, such as additional candles, flower arrangements, musical, audio or video equipment, are the responsibility of the contracted representatives and are not the responsibility of the Cuchara Chapel, the Board of Directors or the Trustees. The contracted representatives are solely responsible for the security of these items and equipment. These items and equipment must be removed prior to the time when the Event Coordinator locks the facilities upon completion of the ceremony.**

***Initials _____

- **Keys to the Cuchara Chapel are never given to the contracted representatives.**

ADDITIONAL INFORMATION

- The chapel has limited facilities. No water, restroom, or dressing area is available in the chapel. However, portable restroom facilities are located at the south end of the chapel property.
- The Cuchara Recreation Center may also be available for use and any interest should be communicated directly by the interested party to Rebecca Maguire at rlmaguire26@gmail.com, or see the Cuchara Recreation Center website at: www.cuchara.us

*****SIGNEES SHOULD COPY THIS DOCUMENT FOR FUTURE REFERENCE.**

I HAVE READ THE “POLICIES GOVERNING THE USE OF CUCHARA CHAPEL” AND GUARANTEE COMPLIANCE IN EVERY DETAIL. I FURTHER UNDERSTAND THAT A VIOLATION OF THESE POLICIES CAN RESULT IN TERMINATION OF THE EVENT SCHEDULED AND FORFEITURE OF ALL FEES.

SIGNATURE OF RESPONSIBLE PARTY _____ DATE _____

OFFICIAL USE ONLY	YEAR _____	CHK AMOUNT _____	CHK RECEIVED _____
--------------------------	-------------------	-------------------------	---------------------------

CUCHARA CHAPEL

Facility Reservation Form

"Cuchara Chapel exists for the purpose of providing opportunities for divine worship, Christian fellowship, and participation in projects of Christian service." (Bylaws)

EVENT

REHEARSAL Date _____

Start Time _____

(REHEARSAL IS LIMITED TO ONE HOUR; PLEASE BE ON TIME AND EFFICIENT)

WEDDING Date _____

Wedding Time _____ Opening Time _____

(WEDDING TIME IS LIMITED TO THREE HOURS)

MEMORIAL: Person Memorialized _____

Date _____ Time _____

Contact Person _____ Cell Phone Number _____

Email _____

OTHER INFORMATION

BRIDE _____

Address _____

City _____

State _____ Zip _____

Cell Number _____

Email _____

GROOM _____

Address _____

City _____

State _____ Zip _____

Cell Number _____

Email _____

PARENT NAMES _____

Cell Number _____

Email _____

PARENT NAMES _____

Cell Number _____

Email _____

NUMBER EXPECTED _____ (Chapel seats 100)

USE OF ORGAN Yes No

USE OF PIANO KEYBOARD Yes No

USE OF 2 BRASS CANDELABRA Yes No

Person Who Will Officiate _____

Work Phone Number _____ Cell Phone Number _____

PLEASE NOTE

- **No firm reservations will be made on the Chapel calendar until all fees are paid in full and all relevant information has been provided on this form. No exceptions will be made.**
- **All reservations are made on a first-come, first-served basis.**
- **SEND THIS COMPLETED FORM AND A CHECK (PAYABLE TO CUCHARA CHAPEL) TO:**

Marilyn MacDonald
45 Elm Ridge Road
La Veta, CO 81055

CONTACT INFO

Phone: 214.697.3057

Email: mstexasfm@verizon.net