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## **Wedding Policies and Guidelines**

Atlas Campus Fellowship  
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**Revised October 26, 2023**

### **Introduction**

Congratulations! It is the desire of Atlas Campus Fellowship to make your wedding a beautiful and meaningful celebration. Our prayer is that you will have fond memories of your wedding day through the years. We want to extend every possible courtesy to you and your wedding party to make your special day a time to remember.

This packet contains the wedding guidelines we use for weddings here at Atlas. This packet has been designed to offer the best event space possible while also preserving the mission of Atlas Campus Fellowship and to protect church property.

We ask that you take the time to carefully read over this packet, which should answer most of your questions regarding building use policies, fees, inclusions, etc. To start the process of reserving the space for your wedding the last page must be signed and turned in with your deposit.

### Deposit Information

To reserve your wedding date on the church calendar a \$500 refundable deposit must be paid at time of reservation.

1. The following are the terms of the deposit:
  - a. Refusal to follow wedding policies, whether it results in damage of property or not, may result in the forfeiture of some or all of your deposit.
  - b. The deposit will be deposited upon receipt.
  - c. After the wedding all items rented from the church will be inventoried. The cost of replacing or repairing rented items will be deducted from the deposit.
  - d. If any damage to church property that results in repairs, replacements, costly cleaning, or other inconvenience beyond normal wear and tear is incurred; that amount will be deducted from the deposit.
  - e. In the event of damage or lost items an itemized bill will be mailed back with the remainder of the deposit, if full balance is not used.
  - f. In the event a wedding is canceled, the deposit will be refunded in full. Unless a technician, custodial person, or other personnel have invested time in preparation for the wedding. Under such circumstances the cost of their time will be deducted from the deposit.
  - g. The deposit will not be put towards the total charge for the building.
  
2. The Deposit must be paid to hold the wedding date on the church calendar.
  - a. The deposit reserves only the date requested and other dates cannot be guaranteed in the event a date needs to be changed.
  - b. The deposit can be paid by check or electronic means of payment (Square, venmo, online forum etc.)
  - c. Deposits paid by electronic means will include a credit card processing fee
    - i. This processing fee will not be refunded

I understand and agree to the terms laid out for the deposit

Bride \_\_\_\_\_

Date \_\_\_\_\_

Groom \_\_\_\_\_

Date \_\_\_\_\_

Other Responsible \_\_\_\_\_

Date \_\_\_\_\_

## Building Use Fees

- 1) The Fee for a Wedding and Reception at Atlas Campus Fellowship is \$3,000.
  - a) The fee includes the following
    - i) 5 hours of time in the building the day before the wedding. This includes time for decorating and rehearsal time. There will be sound technicians present to run sound at the rehearsal along with security and a building manager.
    - ii) 14 hours of time the day of the wedding. This is variable and may be used how the family sees fit. The fee will not decrease for less use. The building will be available from 10:00am the day of the wedding until 11:59pm the day of the wedding. There will be a building manager on site all day along with security and sound technicians for the ceremony.
  
- 2) Additional costs:
  - a) There are additional packages that can be added to the base wedding fee
    - i) We can provide a sound technician for the reception at an additional cost of \$250.
      - (1) This must be decided no less than two weeks prior to the event.
    - ii) We can provide a streaming service and recording of your wedding for \$250.
      - (1) This must be requested no less than two weeks prior to the event.
      - (2) Stream link will be provided at rehearsal dinner.
      - (3) Video will be emailed in digital format within 2 weeks of the wedding date.
    - iii) Additional hours in the building can be discussed. Any additional hours allowed will be \$100/ hour.
      - (1) Additional hours can be requested up to the date of the wedding, but they are not guaranteed.
  
- 3) Building use fees are due in full 2 weeks prior to the wedding date.
  - a) Building use fees may be paid out over multiple payments or in a lump sum as long as the total amount is paid in full 2 weeks prior to the wedding



date. Failure to pay a complete amount could result in forfeiture of reservation.

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## **Building Use Guidelines**

1. Reserving the building for weddings:
  - a. Atlas Campus Fellowship events always take priority to reserve the building.
  - b. Members will get preference when picking dates.
    - i. A member is defined as a student who has been listed as an active member on the current roster for at least one academic semester. For graduates the wedding date must fall within one year of graduation to be considered for member preference.
  - c. Weddings will not be scheduled at the following times.
    - i. New Years Eve
    - ii. New Years Day
    - iii. Easter Weekend
    - iv. Labor Day Weekend
    - v. The week of Thanksgiving
    - vi. The week of Christmas
    - vii. The last two weeks of August. (August 15-31)
    - viii. The weekend of graduation for any university in Lubbock
  - d. No more than one wedding will be scheduled in a week.
  - e. All rehearsals must begin no later than 6:00pm and may not go later than 8:00pm.
  - f. All weddings and receptions must end by 11:59 pm. Any amount of time over 11:59pm will be charged by the hourly rate.
  - g. If dates allow time can be arranged to remove things from the building the following day. This will be charged the additional hours rate.
  - h. Seating Capacity:
    - i. The Sanctuary can hold 150 seats maximum.
    - ii. The reception area can seat 150 people as well.
  - i. For seating the building provides:
    - i. 150 gray cushioned chairs for Sanctuary space.
    - ii. 150 gray plastic folding chairs for reception space.
    - iii. 11 6ft rectangular tables, 11 round tables, 1 8ft rectangular table.
    - iv. ACF will not provide any extra chairs or tables.
  - j. Ministers of Atlas Campus fellowship can be requested to perform the ceremony but are not included in the price of rental.

- k. It is not required to have an ACF minister officiate the wedding.
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### **Building Use Guidelines cont.**

1. All members of the wedding policy must obey these guidelines at all times. It is the responsibility of the bride and groom to communicate these guidelines to the members of the wedding party.
2. A representative of ACF will be at the buildings at all times when anyone who is connected to the wedding is at the building.
3. No tobacco products or alcoholic beverages are allowed inside the building
4. No food or drink in the sanctuary.
5. Only silk or fabric flowers may be thrown inside the building.
6. Only sparklers, bubbles or birdseed may be thrown outside the building
  - a. Nothing that will require clean-up is to be thrown in or outside of the building. (confetti, potpourri, flower petals, etc.)
7. The church will not be responsible for damaged or lost items in vehicles parked in the ACF parking lot.
8. Rooms may be set-up as dressing rooms for the bride and groom upon request.
  - a. Room set-up must be requested no later than two weeks in advance.
9. All furniture may be moved as long as it is properly stored within the building and is returned to the correct position at the end of the reception.
10. Any damages to church property because of the wedding will be the responsibility of those named in this document. If the deposit is not enough to cover damages, the above named will be charged an additional fee.
11. The church does not have table cloths available.
12. No piece of church property should ever leave the building.
13. Doors may not be propped open without supervision.
14. All decorations must be removed after the reception.
15. Flowers may be delivered no more than two days before the wedding.
  - a. The ACF staff will not be responsible for taking care of flowers while they are in the building.
16. Tacks, tape, pins, nails, wire, command hooks, or glue are prohibited to prevent defacing of the furniture or building.
17. Floor and carpet must be protected from water from floral arrangements.
18. Candles:
  - a. Only dripless candles are permitted.
  - b. Unity Candles may be used in the Sanctuary.
19. Children must be accompanied by a parent or guardian at all times.

### **Kitchen Use**

Atlas Campus Fellowship has a full commercial grade kitchen that can be made available for use. It may be used only under the following guidelines:

1. All used items must be washed and put away after use
2. Every time the kitchen is used a kitchen closing checklist will be provided to the person using the kitchen. This form must be completed and approved by an ACF staff member. Failure to turn in an approved checklist will result in all cleaning fees being taken out of the deposit
3. Available kitchen amenities:
  - a. Two Freezers
  - b. Two Refrigerators
  - c. One Double-Oven (Convection)
  - d. One gas 6 burner range with oven
  - e. Three sinks: one for handwashing, one for food prep, and one for dishwashing
  - f. One industrial coffee grinder
  - g. One industrial coffee maker: Special instructions required to use industrial coffee maker
  - h. Two clear drink dispensers
  - i. Two hot coffee dispensers
  - j. A small selection of serving platters (amount, color, and quality vary)
4. Kitchen is not to be open to the public. Caters, Florists, and wedding party are to be the only people entering and exiting the kitchen.
5. Children are not allowed in the kitchen.

## Vendors

Outside vendors may be brought in to work events at ACF; these are the guidelines to which all vendors must adhere while they are in the building.

1. Policies for all vendors
  - a. All vendors must defer to the building manager on any and all matters regarding the building.
2. DJs and other sound/lighting vendors:
  - a. No outside vendor is allowed to use the sound equipment at ACF. If you would like our sound system to be used please consult our Reception Package.
  - b. All outside DJs will provide their own equipment.
  - c. Outside DJs must respect that this is a church building when choosing a set list.
  - d. The building manager reserves the right to ask a DJ to change the music at any time they deem necessary.
3. Florists:
  - a. Florists may deliver flowers no more than 2 days prior to the date of the wedding.
  - b. Fridge space to store and cool flowers is not guaranteed.
  - c. Atlas does not provide buckets or vases to keep flowers in.
4. Caters/Bakers:
  - a. ACF does not offer a catering service.
  - b. Outside vendors must provide any and all disposable goods (plates, bowls, napkins, silverware, serving platters, etc.).
    - i. ACF does not provide disposable plates, cutlery, napkins, or other single use goods to caterers or those hosting a wedding.
  - c. ACF does have a selection of dishware and cookware that may be used along with rental of the building provided the following.
    - i. A request is made to the building manager before use.
    - ii. The dishware is washed and put away after the wedding.
    - iii. The above named parties are responsible for all lost and broken dishware after the wedding.

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## Reservation Agreement

Atlas Campus Fellowship

We, the undersigned, having been provided a copy of the Wedding Policies and Guidelines and having read the guidelines for weddings and receptions at Atlas Campus Fellowship (ACF), herewith agree to abide by these guidelines as evidenced by our signatures below. This page must be turned in with a deposit within 10 days of requesting a date to secure the agreed upon date. At this point in time we, the above signed, acknowledge that we are responsible for payment of all outstanding bills associated with the referenced wedding and agree to pay all charges to ACF upon presentation of charges.

Groom: \_\_\_\_\_ Affiliation with Campus Ministry [Y/N]

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Bride: \_\_\_\_\_ Affiliation with Campus Ministry [Y/N]

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Other Responsible Party: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Wedding: \_\_\_\_/\_\_\_\_/\_\_\_\_ Other Requested Dates: \_\_\_\_\_

Deposit Amount: \_\_\_\_\_ Total Wedding Amount: \_\_\_\_\_

Signatures:

Groom: \_\_\_\_\_ Bride: \_\_\_\_\_ Date: \_\_\_\_\_

Other Responsible Party: \_\_\_\_\_ Date: \_\_\_\_\_





ACF Representative: \_\_\_\_\_ Date: \_\_\_\_\_