

The building and grounds of New Heights Chapel have been dedicated to the service of our Lord Jesus Christ. Our desire is to reach the people of Murfreesboro and Rutherford County with the Gospel while exercising proper stewardship of the building and grounds God has provided. To this end, we require that users of the New Heights Chapel facility agree to the following requirements:

1. Because we desire to honor God with the use of our building, we follow the instructions given in 2 Corinthians 6:14: "Do not be bound together with unbelievers; for what partnership have righteousness and lawlessness, or what fellowship has light with darkness?" We believe this teaches that a follower of Christ should marry only another follower of Christ. Therefore, we cannot allow our facility to be used for the marriage of a believer to an unbeliever.
2. Include no service elements that would detract from New Heights Chapel's desire to honor God in all that is done in our church building. Please contact the Special Events Coordinator if you have questions about a particular element.
3. Use appropriate care in order to respect and protect the facilities and grounds.
4. Serve only non-alcoholic beverages on the entire campus of New Heights Chapel, including but not limited to the parking lot, building, and landscaped areas.
5. Report any stains or damage to Special Events Coordinator.
6. Provide a Certificate of Insurance which names New Heights Chapel as Additional Named Insured with minimum \$1 million coverage per incident. You can obtain this from your insurance carrier. It must be provided no later than 7 days prior to the event.
7. Observe the "smoke-free" and "peanut- and peanut product-free" policies of the entire campus of New Heights Chapel, including but not limited to the parking lot, building, and landscaped areas. "Smoke-free" includes the use of smokeless tobacco. Our peanut policy is on page four.
8. Refrain from the use of music which includes offensive or graphic elements.
9. Use only dripless candles.
10. While securing decorations, refrain from the use of any implement, device, or tool leaving any marks or holes of any kind.
11. Remove all decorations and flowers following the event.
12. Refrain from any movement or rearrangement of furniture or equipment except that which is agreed upon in writing prior to the date of the event by Chapel Building Leadership. This includes all musical instruments and equipment on stage, particularly the piano, keyboard, and SamePage stations. Tables and/or chairs in the classrooms or the West Hall may be moved as needed; please put them back in place after your event.
13. All food and beverages must be kept within the kitchen and West Hall.
14. Vacate the building by six hours after the scheduled start time of the event but no later than 10:00 pm if the event is held on Saturday evening.
15. Pay all applicable fees at least 7 days prior to the event.
16. Any plans for dancing or a live DJ/band must have prior approval from the Elders.

**Building use is limited to the following:**

**Group 1**

- Weddings of those in regular fellowship at New Heights Chapel:

This category includes those in regular attendance for one year at New Heights Chapel at the discretion of the Elders. No fee will be assessed other than those for custodial service, media/tech services, and equipment removal/resetting. Damage deposit is required (see the Fee Schedule).

**Group 2**

- Weddings of New Heights Chapel Friends/Affiliates:

This category is intended for weddings of those in close association with New Heights Chapel, and includes the immediate family of those in regular attendance at the Chapel at the discretion of the Elders. Members or the New Heights family may or may not be involved in the wedding. For applicable fees, see the Fee Schedule.

**Group 3**

- Non Chapel-Affiliated Weddings:

Christian weddings will be allowed at New Heights Chapel for those who are not members of the Chapel family, but who profess a Christian faith. For applicable fees, see the Fee Schedule.

## **Fee Schedule**

For all groups, a \$250 Damage Deposit must be submitted with the application form in order to reserve the date on the New Heights Chapel calendar.

For Group 1, while there is no charge for the use of the facility, there are fees for cleaning, media technician(s), chair rearrangement and equipment removal/resetting. These fees will be billed after the wedding to the bride's family (or other party, if agreed upon beforehand) at the following rates:

- \$25 / hour for media tech, chair rearrangement, equipment removal/resetting
- \$20 / hour for custodial services before and/or after the wedding, as needed

For Groups 2 and 3, the additional Usage Fee allows the use of facility and furnishings and includes all cleaning, media technician(s), chair rearrangement and equipment removal/resetting.

The Usage Fee shall be paid to New Heights Chapel no later than 7 days prior to intended use, and are as follows:

	Group 1	Group 2	Group 3
Damage Deposit *	\$250.00	\$250.00	\$250.00
Worship Hall OR West Hall, with associated areas	billed	\$750.00	\$1,000.00
Worship Hall AND West Hall with associated areas	billed	\$1,000.00	\$1,250.00

All weddings must use only technicians/custodians approved by New Heights Chapel leadership.

\* Damage deposit will be returned within 7-14 days upon approval of facilities team leader. However, if any of Items 1 through 11 in the "Expectations" section of this document are not honored, part or all of the deposit may not be returned.

Equipment and instruments on the stage in the Worship Hall are not to be moved by anyone other than persons authorized by New Heights Chapel (see Item 11 of Expectations section of this document.) If desired, piano may be removed from stage ONLY by persons authorized by New Heights Chapel for a fee of \$400; this what the movers and tuner charge for their services.

Consideration will be given to special requests and unusual circumstances.

Checks shall be made payable to "New Heights Chapel." Please mail checks to: New Heights Chapel, Attn: Jackie Weathers, 2650 St. Andrews Dr., Murfreesboro TN 37128.

**New Heights Chapel**

## **Peanut- and Peanut Product-Free Facility Policy**

**Effective December 7, 2010**

The leadership of New Heights Chapel recognizes that peanut allergies represent a health and safety hazard with serious consequences for those with this allergy. In order to protect all members and guests of New Heights Chapel, the deacons, elders and staff have determined that it is necessary to make the interior of our facility peanut- and peanut product-free.

For purposes of this policy, a peanut- and peanut product-free facility is hereby defined as being free from the carrying, use or serving of peanuts, peanut butter, or any product containing peanuts or peanut oil by any person on the premises.

This policy is in effect 24 hours a day, seven days a week, and applies to anyone in the facility and to any use of the facility.

Oversight will be the responsibility of individuals using the facility. Repeated occurrences of peanut/peanut product use should be reported to the deacons for appropriate action. Periodic reminders shall be distributed via email, announcement and newsletter; and appropriate signage shall be used, concentrating on but not limited to the kitchen and nursery areas.

Under this policy, items that should not be brought into the building include (not an exhaustive list):

- n shelled or unshelled peanuts, mixed nuts that include peanuts
- n peanut butter and other peanut products
- n desserts and other foods containing peanuts, peanut filling / paste / flavoring
- n candy such as Reese's, peanut M&M's, Whatchamacallit, Payday, Butterfinger, Mr. Goodbar, Snickers

This policy does not prohibit:

Tree nuts (almonds, walnuts, pecans, Brazil nuts, cashews, coconut, hazelnut, macadamia, pine nut, pistachios, etc.) and food/candy containing tree nuts (Almond Joy, etc.)

Candy and other products without peanuts, manufactured in facilities that use peanuts. For example, bags of Hershey Miniatures are permissible if the Mr. Goodbars are removed; plain M&M's are acceptable, etc.)

Questions about the policy should be directed to the office (615.890.2004) or to Peter Burns (217.3675) for consideration by the deacons.