

REDEEMER UNITED CHURCH OF CHRIST BUILDING USAGE FORM
Letter of Expectation for use of the facility for **FUNERALS**

Redeemer United Church of Christ is pleased to make available our smoke free facility for your event and asks that you please respect our procedures and policies.

The FUNERAL Building Use Policy includes a flexible time period inclusive of time in the building prior to or after the funeral service. This includes the time of set up for visitation/service by family and funeral personnel as well as the reception (if appropriate) pre or post service.

The person(s) planning the funeral will receive the contact information for:

- Redeemer's Pastor
- Redeemer's Funeral Coordinator
- Redeemer's Sound Technician
- Redeemer's Musician
- List of Caterer's who can provide food for a Funeral Reception
 - It is the responsibility of the person(s) planning the funeral to contact the desired caterer and coordinate food delivery time for the day of the Funeral with the Funeral Coordinator.
 - Redeemer will provide water and coffee/tea/cocoa service pre and post service.

Funeral Coordinator:

Redeemer Church door code or keys will NOT be issued. Instead, the church provides a Funeral Coordinator available to accept flower and food caterer deliveries during the funeral time period. The Funeral Coordinator will be there to assist the family and funeral personnel to assure smooth flow of deliveries and the reception (if planned). The Funeral Coordinator is responsible for opening doors and locking the doors.

No photos or artifacts should be attached to wall/ceiling surfaces without prior approval of the Funeral Coordinator or Building & Grounds Ministry Team representative.

W220 N4915 Town Line Road, Menomonee Falls, WI 53051
(262)246-6710

Redeemer United Church of Christ would appreciate any and all memorials in remembrance of your loved one.

- o Funeral Coordinator \$ 75
- o Building cleaning \$ 50

- Sound TechnicianBasic: use of sound system \$ 50
Deluxe: Slideshow, live stream, etc. \$100

- Ministerial, sound and music services for events should be scheduled separately with the Pastor and appropriate musician(s). Building reservation does not guarantee the availability of either.

- Musician/Pianist/Organist (if available) \$150

- Pastor (suggested fees) \$150-\$200

(Please print)

Name of person responsible for Funeral booking

Address

Contact Information

Phone:

Email:

Date(s) of Funeral:

Time of Funeral (building entry to end):

Space requested:

Indicate if you will need the following (circle yes or no)

Musician Yes No
Sound Technician Yes No Basic Deluxe

_____ (initial & date) I have read and agree to the Letter of Expectation for Building Usage and refund policy.

Signature _____ Date _____

Any changes or additions to your needs after completion of this form please email the Office Administrator at Office@redeemerucc.org or Pastor Julie Eklund at pastor@redeemerucc.org.

For office use only

_____ Pastor _____ Moderator _____ Funeral coordinator _____ Musician _____ Custodian _____ Sound Technician

Redeemer United Church of Christ would appreciate being remembered with Memorial Donations remembering your loved one! Thank you!