

OLDE ST. ANN'S CHURCH
Clean-up & Usage Agreement

- 1) Usage of the church is limited to your reservation time, you will not be allowed in the church before your booking time and need to vacate at your ending time. However, photos may be taken on the grounds before or after your reservation time.
- 2) There is a ½ hour period between rental times for the church manager to record any damages/issues and vacuum the floors prior to the next reservation.
- 3) Decorating the Church: Use of nails, tape, staples or anything that will damage the church is prohibited. Unity candles/sand is ok. Alter flowers are provided or you may bring in your own. Pew bows/flowers may be fastened with ribbon, wire or pipe cleaners only. All decorations or personal items must be removed by check-out. Other decorating questions? Call 563-328-3283.
- 4) The only candles allowed in the church are a unity candle set (provided by you) the candles in the two candelabras and four candlesticks on the side alters (provided at no extra charge by the Church). All other candles, including hand-held congregation candles are prohibited. **All candles must be snuffed out immediately after your ceremony** and any wax not cleaned from the carpet, altar, etc, will result in a \$25 per hour charge. Any exceptions must be approved in writing by the manager.
- 5) If anything has been rearranged in the church, it must be put back in its proper place by check-out.
- 6) An aisle runner may be used but must be taken with you at check-out. 50 foot runner works well.
- 7) We are not responsible for any items left at the church or on the grounds.
- 8) Any garbage and/or debris inside the church including flower petals must be removed by check-out.
- 9) Rice, birdseed & sparklers are prohibited. Any petals used, must be picked up, bubbles are ok.
- 10) Smoking, vaping and tobacco use are prohibited, including in the Church, Village buildings and grounds, parking lots and restrooms – Please inform guests.
- 11) No food, alcohol or other beverages except water is permitted in the church.
- 12) *Parking on the sidewalk, the grass or road is STRICTLY PROHIBITED. Cars WILL BE TOWED and/or ticketed.* You are liable for damage done to the grounds. We have a large parking lot across the street from the Village for overflow parking. You may want to include this information in your invitations.
- 13) If you have a limousine, bus or other departure vehicle(s), please inform the manager and a location for parking will be arranged. No parking is allowed on the street.
- 14) **Please do not leave any cars in the parking lot after your allotted time.** The church parking lot is only open from 9 a.m. to 6 p.m. or during your rental timeframe, after which the gates are locked.
- 15) Any damage or loss of church property that occurs during your rental period makes you liable for additional costs required to repair and/or replace the items in question. In general we expect the church to be clean and in acceptable condition for the next wedding to take place.

Please note you are responsible your guests actions as well as your own. It is your responsibly to inform your guests about any/all of the above rules.

It is understood and agreed that the Site Manager at Pioneer Village has the sole authority to determine if the Church and grounds have been cleaned to standard. Clean-up fees at \$25 per hour and/or an additional amount for damages to repair or replace items. The site manager's decision regarding this assessment is final and not negotiable.

Signature of Bride/Groom or Their Agent

Date Signed

Print and Return this signed form to: Pioneer Village 18817 290th St., Long Grove, IA 52756 to secure your reservation times.