

# CHAPEL RESERVATION FORM

THE CHAPEL AT MORNING STAR

12900 Idlewild Road, Matthews, NC 28105

Email: [manager@thechapelatmorningstar.com](mailto:manager@thechapelatmorningstar.com)

Phone (Voicemail): 704-321-1375

How did you hear about the Morning Star Chapel for your event?

Website  Word of Mouth  Drove by  Other \_\_\_\_\_

## WEDDING

Party using Chapel: \_\_\_\_\_ / \_\_\_\_\_  
Bride/Groom Name Bride/Groom Name

Requested Rehearsal : \_\_\_\_\_ to \_\_\_\_\_  
Day Month Date Year **One Hour** start/finish

Requested Wedding : \_\_\_\_\_ to \_\_\_\_\_  
Day Month Date Year **\*\*Time from / until**

\*\* Best to include at least one hour before the wedding ceremony starts and at least one hour after it will end

## OTHER EVENT

Purpose: \_\_\_\_\_  
\_\_\_\_\_ to \_\_\_\_\_  
Day Month Date Year **Time from / until**

Contact Person \_\_\_\_\_ Email address \_\_\_\_\_

Address \_\_\_\_\_  
Street City State ZIP Code

Cell # \_\_\_\_\_ Home/Work Phone \_\_\_\_\_

Approximate Attendance \_\_\_\_\_ (maximum 80)

I understand the entire rental fee (see Facility Fee Schedule) is due in full at the time the request for use is made. I understand that in the event I cancel the reservation, \$50 of my payment is NON-REFUNDABLE. Once a reservation is confirmed, any change in time or date will incur a \$50 administrative fee, in addition to any appropriate hourly rate changes. If the reservation is cancelled fewer than 60 days from the scheduled event, no refund will be given. By my signature, I also acknowledge that I have read and agree to abide by the "RULES & REGULATIONS FOR USE OF THE CHAPEL."

Signed \_\_\_\_\_ Date \_\_\_\_\_

Make check payable and return form to:

*Morning Star Lutheran Church*  
*12509 Idlewild Road*  
*Matthews, NC 28105*

For Office Use Only

Amount Paid: \_\_\_\_\_  
Date Paid: \_\_\_\_\_  
Check No. \_\_\_\_\_  
Received by: \_\_\_\_\_

# THE CHAPEL AT MORNING STAR

12900 Idlewild Road, Matthews, NC 28105

Email: [manager@thechapelatmorningstar.com](mailto:manager@thechapelatmorningstar.com)

Phone (Voicemail): 704-321-1375

## RULES & REGULATIONS FOR USE OF THE CHAPEL (Revised 8/30/20)

---

It is the intent of Morning Star Lutheran Church that the Chapel at Morning Star shall be used for religious, social and civic functions. Reservations by the same individual or organization shall be limited to no more than five times per year, to provide maximum usage by the general public. Use of the Chapel is restricted to events consistent with the philosophy and norms of the Evangelical Lutheran Church in America.

1. The proposed activity shall conform to the intended use of the Chapel as set forth above.
2. Use of the Chapel shall be determined by the Morning Star Lutheran Congregational Council. The Council may modify the rules of use at any time and may accept or reject applications for use, at their sole discretion.
3. The lessee must abide by and conform to all rules and regulations adopted or prescribed by Morning Star Lutheran Church.
4. The lessee is expected to be familiar with and must comply with all local ordinances and state statutes relating to the proposed use of the Chapel.
5. The activity proposed for the Chapel must be able to fit the existing space. A lessee shall not admit to the facility a larger number of persons than the capacity thereof will accommodate, or that can safely and freely move about in the facility area. The Fire Code limits the number of occupants to 80.
6. Lessees may not move Chapel furnishings, including altar, instruments, flower stands, etc.
7. The lessee is financially responsible, with all fees for Chapel rental payable in advance. If requested date is fewer than 30 days away, payment must be by cash, money order, or cashier's check.
8. No refreshments may be served inside the Chapel. Refreshments may be served in the multipurpose room. Tables and chairs are available for use in the hall. Tableware, linens and ice are not available through the Chapel.
9. Use of tobacco is not allowed inside any of the facilities.
10. No alcoholic beverages may be brought upon or consumed on the premises — except for wine used in Holy Communion as part of a worship service (including a wedding or funeral), and to be administered by an ordained minister.
11. The passageway of the Chapel shall be clear of obstructions at all times. Portable chairs may not be placed in the passageway.
12. No signs of any kind shall be affixed or placed on the facility, trees, or facility sign. No tape, tacks, wire or other materials (which might mar, scar or otherwise damage the furnishings) may be used. "Command strip" type items may be used only in the multipurpose room but must be removed immediately. Other decorations must be free-standing and self-supporting.
13. No bubbles, rice, birdseed or other items shall be thrown inside the building. Only artificial flower petals may be placed on the Chapel floor.
14. The use of candles will be restricted to the elevated altar area. Candles in the windows, attached to the pews, or on the floor or in aisles are expressly prohibited. Battery-operated candles are acceptable.
15. All kitchen or multipurpose room trash must be placed in the garbage contained outside. The facility must be left in the condition in which it was found.

16. Weddings may only be presided over by individuals properly licensed in North Carolina. The Chapel management can supply names of licensed ministers and qualified musicians upon request. **Any ministers and musicians used will set their own fees and must be paid separately by the lessee.**

17. The Chapel has a piano and electronic organ. You are welcome to have a musician use the piano. Use of the organ is restricted to MSLC musicians (the Chapel manager can provide contact information).

18. Parking is limited. Please restrict parking to the wooded lot near the cemetery and the gravel drive only. Please do not park at Morningstar Presbyterian Church.

19. There is a small dressing room available for brides. The rest of the wedding or event party should come appropriately dressed.

20. If the Chapel, its contents, or premises are damaged by the act, default or negligence of the lessees, agents, employees, patrons, guests or any other person admitted to the Chapel by the lessee, the lessee shall pay to Morning Star Lutheran Church, upon demand, such sum as shall be necessary to restore said facility and grounds to their former condition.

21. Morning Star Lutheran Church shall not be responsible for any damage or injury that may happen to a lessee, or to said lessee's agents, servants, employees or property, from any cause whatever prior, during, or subsequent to the period of lessee's use of the facility. And the said lessee hereby expressly releases the Morning Star Lutheran Church from, and agrees to indemnify it against, any and all claims from such loss, damage or injury.

22. Lessee agrees to comply with all restrictions or requests which may be issued by authorized personnel — including the Morning Star staff, Chapel management, or staff.

23. No animals are allowed in the facilities, with the exception of trained service animals.

**The Chapel at Morning Star is open to the public by appointment only.**

Please call (704) 321-1375 and leave a message, or email [manager@thechapelatmorningstar](mailto:manager@thechapelatmorningstar), to schedule a visit/viewing.

### Facility Fee Schedule (as of 8/30/20)

Two Hour Wedding with One Hour Rehearsal .....	\$500
Additional Hours (per hour) .....	\$100
Sound System Personnel (separately paid by lessee) .....	\$125
Two Hour Event other than a wedding .....	\$300
Non-Profit Organizations .....	\$75 (cleaning fee), after approval
Morning Star Lutheran Church Members (for their private use) .....	\$75 (cleaning fee)

Payment for Chapel rental will be by personal check (if paid more than 30 days prior to requested event), cash, cashier's check, or money order. At this time, credit cards are not accepted.

Saturday and Sunday reservations must have one hour between events for cleaning of restrooms and the like. Chapel management will work with lessees on available times. *Requested times are only requests until approved by Chapel management and may need to be adjusted.* **Weekday weddings are welcome.** *All reservations are on a first-come, first-served basis, according to contract and payment reception and confirmation by Chapel management.* **In the unlikely case of a scheduling conflict, Morning Star Lutheran Church reserves the right to make appropriate adjustments.**