

WEDDING POLICIES

Date Fees collected: _____
\$ _____ Janitor Fee (Worship Center)
\$ _____ Janitor Fee (Fellowship Hall)
\$ _____ Sound Tech
\$ _____ Kitchen Supervisor

SCHEDULING YOUR WEDDING

The church is available to church members or immediate family for weddings. The church does not schedule weddings on Sundays, holidays, or later than 4:00 P.M. Saturday afternoon. (Saturday afternoon weddings/receptions must be completed by 6:00 P.M.)

CONFIRMING DATES

1. Tentative dates may be cleared by telephone with the pastor's secretary.
2. A **WEDDING RESERVATION FORM** must be completed and returned to the pastor's secretary and approved at the next staff meeting to be placed on the church calendar.
3. Keys must be checked out through the pastor's secretary and must be returned the next working day after the wedding.
4. If the Pastor or any staff member is involved, the date must be cleared by them.

THE COST

The fees listed below are for services used. *Payment is due with this form.* Money will be returned if the wedding is cancelled.

Janitor Fee for Sanctuary	\$75.00
Janitor Fee for the Fellowship Hall	\$75.00
Sound Tech Fee	\$50.00
Kitchen Supervisor (if equipment is used)	\$25.00

These fees do not include those who participate in the ceremony. Money paid to the Pastor, instrumentalist, and vocalists are personal matters and should be cared for in that manner.

GENERAL POLICIES (please initial that you have read and understand each policy statement)

1. ___ Pulpit furniture will be moved by the church custodian. Any other furniture to be moved will be moved and returned by the wedding party immediately following the wedding ceremony.
2. ___ Please, no tape, nails, tacks or staples to hold decorations in the pews or anywhere on stage or hardwood floors.
3. ___ No chalk or crayon marks on carpet.
4. ___ Alcoholic beverages are not permitted on the church property.
5. ___ Smoking is not permitted in any building.
6. ___ Birdseed, not rice, may be thrown after the ceremony. Hand out the bags outside of the building.
7. ___ All candles are to be used with proper floor protection (including non-drip)
8. ___ Real rose petals are not to be thrown in the sanctuary.
9. ___ The kitchen, if used, must be left as it was found or better. Plates, cups, etc. must be put away.
10. ___ No food or drinks are allowed in the Worship Center or lobby area.

MUSIC

We believe that wedding music should reflect and enhance the theme of a service. When making your selections, ask yourself if the music would be appropriate for church use. You are welcome to discuss the music with our Minister of Music. He is acquainted with the church's guidelines concerning music and can assist you in appropriate selections.

As a matter of courtesy, music should be supplied to the soloist and instrumentalist at least one month prior to the wedding date.