Wedding Policy and Procedures

Date(s) requested: _____

Time(s) needed: _____

Estimated number of people to be present: _____

Requested by: _____

Address: _____

Phone Number: _____ Email: _____

I, the undersigned, accept the fact that I will be responsible for damages to the church facilities and/or furnishing during the time period reserved above and I agree to observe the following:

1. An inspection prior to the event will be made by church personnel, as well as after the event, to assess any damage or misuse of the building.
2. If supplies are needed (dripless candles, paper, writing supplies, etc.) please bring your own.
3. NO ALCOHOLIC BEVERAGES ARE PERMITTED ANYWHERE ON THE PREMISES, BUILDINGS OR GROUNDS.
4. NO SMOKING OR VAPING IS PERMTTED ANYWHERE ON THE PREMISES, BUILDINGS OR GROUNDS.
5. It is expected that children will be supervised at all times. Please restrict all children from the education wing.
6. Facility must be returned to the order it was in prior to use.
7. Be sure no food is left in the refrigerator and that the trash is properly secured in trash bags and placed at the back entrance by the church office.
8. Turn off all lights and faucets when leaving the facility. Make sure all windows and doors are securely closed, and everyone is outside of the building.
9. We prefer to have birdseed rather than rice thrown outside after the wedding.
10. If you are to be married here, we ask that you agree to pay the following fees on or before the night of the rehearsal. Suggested donations for wedding services are:
    1. Custodian: $40.00
    2. Accompanist: $100.00
    3. Building Use $200.00
    4. Pastor   Donation

I have read, understand, and agree to assume responsibility for each of the above stated items.

_____   _____
Signature of the person making the reservation   Date

Approved by: _____   Date: _____
                        (Trustee Chair or Pastor)
Posted on Office Calendar by: _____   Date: _____

Date & Amount Paid: _____