

RESERVING THE CHURCH FOR YOUR WEDDING

After you have first talked with one of the pastors about your wedding plans, you are to:

1. Go to the church office during regular office hours.
(weekdays 8:00 a.m. to 3:00 p.m.)
2. Tell the Church Secretary you want to reserve the church for your wedding date.
3. Fill out the appropriate form.
4. Pay a Church Reservation Fee.
This fee does not go strictly to the church or the pastors. It is simply to cover a nominal expense of those who are involved in your wedding (organist, soloist, custodian). If you want to give something to the pastors (recommended) for their services, you will need to provide this over and above the reservation fee.
5. **Do NOT** ask to “double-up” on another person’s wedding date. This is not considerate of the other person who may have reserved this date months or even a year in advance. Also a wedding typically requires the use of the church for an entire day since the bride and bridesmaids usually get dressed at the church before the ceremony and wedding photographs usually take one and one half hours or longer following the ceremony. Also the church is decorated in advance of the wedding.

Ground Rules

- Reservations need to be made in advance so custodial staff can be scheduled
- **No alcohol or tobacco use is allowed on church property**
- Use of the Fellowship Hall and Kitchen need to be reserved if you wish to use them. See special reservation form and fee in the church office.
- Children should not be left unsupervised for their safety and out of respect for the facility. Both children and adults should avoid entering other areas of the building that are not needed.
- **Users of the facility will be responsible for any and all damages to the facility**