

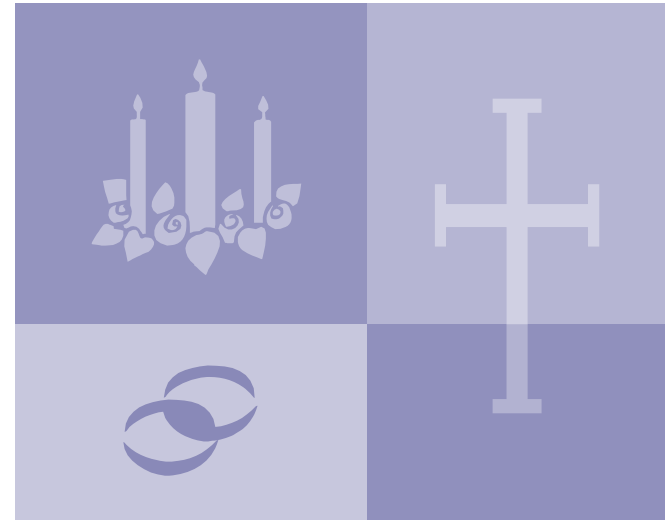
And now these three remain:

**FAITH,** .....  
**& HOPE**  
*Love.*

..... But the greatest  
of these is love.

I Corinthians 13:13

## Wedding Policy



**First United Methodist Church**

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# POLICY FOR THE USE OF THE FACILITIES

## General

The term "church facilities" is meant to cover any part of the building or buildings that may be used in any way other than services connected with the Church. The word committee, as used below, means the Trustees.

The church facilities must, at all times, be used in accordance with the standards of the United Methodist Church and in recognition of the fact that all facilities are actually a part of the church property.

- No alcoholic beverage may be served in any form.
- No smoking will be permitted inside the church buildings.
- No food or drink is allowed in the Sanctuary, Chapel, or Parlor.
- Permission will be denied by the committee for any proposed use not physically suitable.

Exceptions to and interpretation of these rules will be made as necessary by the pastor, in consultation with the committee when necessary.

## Procedure for Scheduling Facilities

In those cases where approval is required for the use of the facilities, the secretary will accept reservations tentatively and refer the applicant to the pastor to seek approval of the request. In a case where the secretary is in doubt as to the status of the applicant's request or as to the propriety of the proposed use, she will accept a tentative reservation and refer the applicant to the pastor.

1. Call the Church Office to inquire about the availability of a calendar date. Reservations will be accepted by the secretary on a first come, first serve basis.
2. **Reservations will not be accepted from non-members earlier than six months in advance.**
3. The date remains tentative until all reservation paperwork is completed and turned in to the office.
4. Fee Payment Schedule
  - Custodial fees are due upon reservation.
  - Non-members must pay one-half building use fee upon reservation.
  - Fee Balance is due one week before the day of the event.

## Cancellation of Facilities

A reservation, once made, can be cancelled only by the applicant or the pastor, in consultation with the committee when necessary.

## Use of Kitchen

1. Any group using the kitchen is responsible for leaving it in satisfactory condition.
2. Any outside group utilizing the kitchen must pay a separate kitchen fee.
3. When an outside group desires to have a catered meal, an organized church group (Youth) will have the first opportunity to serve as caterer. If no arrangements can be made, then an outside group can cater the food.

4. All food left in the kitchen or refrigerator will be disposed of after 24 hours.

5. A deposit of \$50 will be required for use of our good flatware. It will be refunded when successful audit of flatware is complete.

#### **Addendum "B"**

(Policy concerning White Resin Tables)

Added July 25, 2002

1. New tables are not to be removed from the church. *Approved at Church Council 7-27-09  
Revised by Trustees 11-17-09*
2. New tables should not be sat on.
3. No tacks, nails, staples, or other similar materials should be used.
4. Protective padding shall be used if cutting and/or detailing is done. If using hot dishes or utensils, hot pads should be used.

#### **Addendum "C"**

Policy for Use of Sanctuary for Outside Groups

We want everyone who comes to our church to feel welcome while they are here. These guidelines were developed so that you will have a good experience while you are here.

- The sanctuary should be used for special services. We appreciate that you will respect and care for the furnishings of the church. Please keep Bibles and hymnals in the places provided when not in use.
- Participants should not be in the sanctuary unless there is a service being conducted or practicing for a part on a program.
- There shall be adult supervision at all times.

#### **Addendum "D"**

Policy for Use of Sanctuary Sound System

1. No one can use sound system unless trained.
2. No one can add anything to the music sound system.
3. Any questions concerning the sound system should be addressed to the Sound System Coordinator and assistants.

## **WEDDING ITEMS**

### **SOUND**

Our policy requires that one of our staff sound technicians be present for all weddings. All arrangements for special music and/or video needs to be arranged with the sound technician at least one week prior to rehearsal date.

### **PHOTOGRAPHY**

Pictures may be taken before or after the ceremony in any part of the building. Pictures MAY NOT be taken during the ceremony, except with time exposures from the balcony or foyer. During the processional/recessional, pictures may be made of the bridal party as they enter and/or leave. The party may return to the sanctuary for pictures after the ceremony.

### **DECORATIONS**

All candelabras are to have floor covers to catch wax drips. Only dripless candles are to be used in the church with proper dry holders. No candles are to be placed in the choir seating area, in front of the Paraments, on the ends of the pews, or on the lower windowsills. A kneeling bench and candle lighters are available for use.

No tacks, glue, or adherents of any kind are to be used to attach greenery or flowers to pew ends or rail areas. Nothing is to be placed on the Communion Table except as allowed by the minister. No pets are allowed in the church buildings. Only registered and certified service dogs will be permitted.

Nothing in the Chancel Area is to be moved, rearranged, or removed.

Flowers and decorations must be removed immediately following the departure of guests. No equipment may be left in the Narthex or halls. The Church is not responsible for any equipment or personal belongings after the wedding party and guest depart.

### **RECEPTION**

If the reception is held at the Church, reservations for the facilities may be made by contacting the Church Office. The family will assume responsibility for arrangement of the room and all expenses for help provided. No rice, confetti, rose petals, or glitter, etc. may be used indoors. Methodist policy will be in effect and no alcohol or smoking is allowed in the building.

## BUILDING USE FEES

Wedding Day and Date: \_\_\_\_\_

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

\*Non-Members must pay 1/2 of these fees at time of reservation.  
Balance must be paid one week before the event.

+Mandatory payment of Custodial fee(s), Sound Technician fee ,  
and Flatware Deposit (Non-Members and Members) at time of  
reservation.

	Building Use Fee Non-Member	Custodial Fee Non-Member & Member	Other Fees Non-Member & Member			
Sanctuary	200.00*	50.00+				
Fellowship Hall	250.00*	100.00+				
Parlor	50.00*	50.00+				
Chapel	50.00*	50.00+				
Youth Room	50.00*	50.00+				
TV/DVD/VCR	30.00*					
Flatware Deposit (Refundable after audit)			50.00+			
Sound Technician			100.00+			
<b>TOTALS</b>						
<b>NON-MEMBERS</b>				<b>Amount</b>	<b>Date</b>	
				1/2 Building Fee	_____	_____
				Custodial Fee	_____	_____
				Sound Tech Fee	<u>\$100.00</u>	_____
				<b>Balance</b>	_____	
<b>MEMBERS</b>				<b>Amount</b>	<b>Date</b>	
				Custodial Fee	_____	_____
				Sound Tech Fee	<u>\$100.00</u>	_____
				<b>Balance</b>	_____	_____

## HONORARIUMS

These are suggested amounts only and must be paid one week before the wedding. Please place each Honorarium in a separate envelope and label each envelope.

	Non-Member	Member
<b>Minister</b>	200.00	150.00
<b>Organist</b>	150.00	150.00
<b>Vocalist</b>	100.00	100.00

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

Church Representative \_\_\_\_\_

Additional Comments \_\_\_\_\_

\_\_\_\_\_