

FACILITY USE POLICY FOR WEDDINGS
ST. LUKE'S UNITED CHURCH OF CHRIST
727 N. Main
Independence, MO 64050
816/461-0302

A wedding ceremony, when conducted in the church where many believe all Christians should want to be married, is really a service of worship. Prayers are offered and solemn vows are exchanged. All present should therefore be in a spirit of reverence.

We consider the wedding ceremony to be a sacred event where the bride and groom pledge themselves to one another in the presence of God and begin to build a strong and rich Christian marriage. To all who desire this kind of wedding and wish to use our facility with reverence and good taste, St. Luke's United Church of Christ is happy to make available its building, facilities, and the services of its staff.

With this conviction in mind, we have established important policies for weddings. These policies apply whether the wedding is a large event in the Sanctuary attended by many persons, or, a small event in the Chapel attended by only members of the immediate family.

The use of St. Luke's United Church of Christ facilities is governed by its Church Council which has developed, approved, and hereby enforces the following policies:

Scheduling:

1. Arrangements for use of the facilities are made through the minister, and the church office.
2. Possible dates and times of all weddings are to be cleared with the minister, and the church office. Generally, weddings are not performed for non-members of St. Luke's.
3. Active members of St. Luke's will have priority of dates over inactive and non-members. The exact date and time should be set as early as possible, but at least two months in advance of the wedding. The date for an inactive or non-member wedding is limited to 4 months in advance.

Approved by Church Council August 9, 2007

4. Following discussions pertinent to the establishing of a date and time for the wedding ceremony, a copy of this policy is provided to the couple. It should be noted: The wedding date and time will not be confirmed until after the couple has read these policies, stated their approval by signing where designated, and returning the original copy along with the security deposit to the facility coordinator. Only at that time will a date and time be reserved.

Time of Ceremony:

5. If the wedding is scheduled on a Saturday, followed by a reception in the Fellowship Hall, the time should be no later than 5:00 p.m. If there is no reception following the ceremony, the wedding should be scheduled no later than 7:00 p.m.
6. The facility will remain available for a period not to exceed two (2) hours following the conclusion of the ceremony. This will allow sufficient time for photographs and/or a *light* reception (see 'Reception' section for further details). This is necessary to allow sufficient time for readying the facilities for Sunday worship services.

Minister:

7. The minister of St. Luke's United Church of Christ shall officiate all marriages conducted in the church.
8. If a family desires to ask another member of the clergy to participate in the service, such a desire will be made known to St. Luke's minister so that he/she may extend the invitation in keeping with good ethical practices of the ministry.

Facility Coordinator:

9. A Facility Coordinator (authorized representative of St. Luke's) must be present for the duration of all activities (Rehearsal, Ceremony, and Reception) when the facilities are occupied.
10. He/she will designate those rooms outside the Sanctuary, Chapel, Fellowship Hall which may be used by the wedding party (for dressing rooms, etc...).

Printed Programs:

11. Printed programs and/or ceremony itineraries, if desired, are the responsibility of the wedding couple - the design and content of which must be approved by the minister.
12. Should the wedding couple wish to have St. Luke's provide these items, the following provisions will apply:
 - Wedding couple is responsible for purchasing and delivering the paper stock and/or cover material to St. Luke's administrative assistant no less than one month prior to the ceremony. (Such items may be purchased at party and wedding supply shops, as well as Christian bookstores.) All information, names, and other pertinent content necessary for composing the programs is also due at this time.
 - The administrative assistant will design/develop the program for the approval of the wedding couple no later than two weeks prior to the ceremony. Note: The program will not be printed until said approval is received.
 - The wedding couple is responsible for all embellishments to the program. Such embellishments include, but are not limited to: folding; collating; application of ribbon material(s), etc...
 - The cost for St. Luke's participation as described above is \$25 based upon supplying a quantity of 200 programs. (Special pricing will apply for additional quantities.)

Rehearsal:

13. The rehearsal will be scheduled in conjunction with the minister of St. Luke's. The building will be opened one-half hour prior to the rehearsal. The bride and groom should notify all members of the wedding party of the time and of their responsibility to be prompt. The building will remain open for one-half hour following the rehearsal.

Opening of the Building:

14. The facility will be open three hours prior to the wedding ceremony. This will allow time for the florist to decorate; and, for the bridal party to dress and take pictures prior to the wedding. Any changes in this time must be approved and pre-arranged. Additional charges at a rate of \$15 per hour will apply for earlier availability.

Facility Set-Up:

15. No major furniture may be moved without specific authorization of the minister, church secretary, or the facility coordinator.
16. Nothing may be attached to the walls or ceilings. If bows and/or floral decorations are to be attached to the pews, pew clips must be used (tape is not allowed).
17. Rice, birdseed and/or confetti may not be thrown in the church building nor on the sidewalk and parking lot areas because of the danger of slippery footing and possible injury. No confetti may be used on tables for decorations. All decorations must be removed immediately following the ceremony.
18. The use of nails, screws, and wire in decorating is strictly forbidden.
19. Carpet runners may not be used.
20. The church custodial staff will set up all tables and chairs in the Fellowship Hall if a reception is to follow. Table decorations (including tablecloths) are the responsibility of the wedding party. It is the requirement of the wedding party to provide the custodial staff with an approximate number of attendees to be accommodated. In addition, if a specific arrangement of tables and chairs is desired, a drawing detailing the desired layout is to be provided.
21. All candelabra used must have sheets of clear plastic placed beneath them to protect the carpet. The church does not supply candles.
22. Use of the stage and its curtain are not authorized with this policy.

Music:

23. Music used in the ceremony shall be in keeping with the sacredness and dignity of a church wedding service; and, must be approved by the minister or St. Luke's organist.
24. St. Luke's organist is expected to officiate the musical portion of the ceremony. If other arrangements are desired, they will be accommodated only with the approval of the minister or St. Luke's Music Director.
25. Sound for the minister, liturgist and soloist will be provided. The use of tapes, CD's or other kinds of sound requires the approval of the minister or musical director.

Photography:

26. Only time exposure photographs (no flash shots) may be taken during the ceremony. However, proper pictures may be taken during the processional and recessional.
27. Video is permitted within proper parameters, and must be discussed with the minister in advance.

Floral Decorations:

28. Florists are required to clear plans with the church secretary prior to the wedding day.
29. It is anticipated the opening of the facility three hours prior to the ceremony will be sufficient for the florist's decorating plans. If earlier access is desired, such arrangements must be made, and approved, in advance, and additional charges (for the Facility Coordinator) may apply.
30. The church candelabra may be used. The church does not furnish candles. Plastic must be placed beneath the candelabra to protect the carpet from melted wax.
31. Pew clips must be used for attaching any items to the pews. Tape is not allowed.
32. The florist will be responsible for picking up any flowers and decorations immediately after the wedding and photographs are complete.
33. All floral equipment must be picked up within 48 hours following the wedding date.

Receptions:

34. Receptions may be held in the Fellowship Hall if arranged in advance. These receptions are to be *light* in nature (cake, punch).
35. Alcoholic beverages are strictly forbidden on church property at all times.
36. The entire building is a smoke free facility. Smoking is permitted only outside the rear entrance and in the parking lot and requires proper disposal of smoking items.
37. Loud music and dancing are not to be part of the reception festivities.

38. The church's custodial staff will set-up and tear down all tables and chairs.
39. As mentioned earlier in this policy, the reception must conclude no later than two (2) hours following of the ceremony.
40. Use of the kitchen is restricted to the placement and storage of refreshments and related food items. Preparation of such items is limited to the use of the refrigerators and sink areas. Use of the stove, dishwasher, steam tables and garbage disposals is not permitted.
41. It is expected disposable plates, glasses, cups, serving ware will be utilized. Note- these items are not provided by St. Luke's. Use of the church's dishes and cookware is not authorized with this policy. Punch, coffee, condiments and other food items that are the property of St. Luke's are not to be used.
42. All kitchen counters are to be cleaned by the caterer or wedding party.
43. The caterer or wedding party is responsible for placing all trash in the receptacles provided, securing the plastic trash bags, and placing the bags in the dumpster located at the edge of the church parking lot.

Facility Use Fee Schedule

	<u>Active Members*</u>	<u>Non-Members</u>
<u>Wedding / Rehearsal</u>		
Security Deposit**	\$200	\$200
Sanctuary	N/C	300
Chapel	N/C	100
Organist	100	100
- If required at Rehearsal	50	50
Custodian		
- For Sanctuary Weddings	100	150
- For Chapel Weddings	75	75
Minister	Donation	150
Facility Coordinator	100	150
- Additional Hours over and above policy	15/Hr	15/Hr
 <u>Receptions</u>		
Fellowship Hall	N/C	150
Kitchen	N/C	75
Custodian	100	100

Note: Total fees will be due two weeks prior to the event.

* An 'Active' Member is defined as one who has contributed time, talents and financially to the livelihood of St. Luke's for a period of twelve (12) months preceding the event.

It should be noted: Active Members may procure the use of the facilities on behalf of a son/daughter (who is not an Active Member), provided the child has not yet reached the age of 35 years. Grandchildren, aunts, uncles, cousins and other relatives are considered 'non-members' for purposes of this policy.

** The Security Deposit will be reimbursed no later than ten (10) days following the event provided there is no damage to the facility, policies have been followed, and all fees are paid in full.

We / I have read and do hereby agree with the foregoing policies as outlined in the attached agreement.

COUPLE'S NAMES _____

SIGNED BY _____ **DATE** _____

PHONE NUMBERS: **HOME** _____

WORK _____

CELL _____

WEDDING DATE & TIME _____

AGREED UPON TOTAL AMOUNT OF FEES \$ _____

SECURITY DEPOSIT PAID \$ _____ **RECEIVED BY** _____

TOTAL FEES PAID \$ _____ **RECEIVED BY** _____

SECURITY DEPOSIT RETURNED \$ _____ **RECEIVED BY** _____

**Security Deposit is due with submission of this form.
Total Fees are due two (2) weeks prior to the event.**

On behalf St. Luke's Church Council, I do hereby accept this reservation for use of the church's facilities as outlined in this agreement.

Facility Coordinator

Date