

Aldersgate United Methodist Church
Request for Use of Church Facilities for Weddings

Please sign and return this form to the Church Office, **all contact information is required for both bride and groom.**

Non-members: A deposit of \$125 for the use of the sanctuary must accompany this building use form.

Bride's Name _____

Bride's Address (city,state,zip) _____

Bride's Ph # (home) _____ (cell) _____ (work) _____

Mother of bride ph # _____

Bride's Email _____

Groom's Name _____

Groom's Address _____

Groom's Ph #(home) _____ (cell) _____ (work) _____

Mother of groom ph # _____

Groom's Email _____

Please circle one: Member Non-Member

Wedding Date _____ **Wedding start time** _____

Total Time Use (consider time for decorating, pictures, etc) from _____ to _____

Rehearsal Date _____ **Rehearsal Time** _____ est. # expected to attend wedding _____

Reception at church: Yes ___ No ___ est. # of people/reception _____

Rehearsal dinner at church: Yes ___ No ___ est. # of people/dinner _____

Room(s) Requested (please check all that apply):

____ Bride's Room ____ Groom's Room ____ Fellowship Hall

Officiating Pastor _____

Church Pianist needed: Yes ___ No ___

Church organist needed: Yes ___ No ___

Church vocalist needed: Yes ___ No ___

Media needed:

- Sound/Video System in Sanctuary**
Aldersgate tech required (\$150 for up to three hours. Additional time \$25/hour, minimum one hour)
What do you need from us?

_____ CD Playback _____ Microphones _____ Play instruments through system

_____ Other: _____

- Computer Playback in Sanctuary (PowerPoint, MediaShout)**
Aldersgate tech required (\$50)

- DVD (Video) Recording (Sanctuary only)**
Aldersgate tech required (\$100 for up to three hours. Additional time \$25/hour, minimum one hour)
Please provide recordable +R DVD (please provide additional DVDs if you would like copies)

Policies, Rules, and Regulations for Use of Church Facilities for a Wedding

1. All weddings must use the Aldersgate UMC Wedding Coordinator.
2. A minimum of four (4) pre-marital counseling sessions is required. The pastors at Aldersgate UMC use the **Prepare-Enrich** inventory for counseling. This requires the couple to individually take an online assessment after the first counseling session and prior to the second session. There is an online fee of \$35 per couple that will be charged when the couple goes online to take the assessment.
3. Only one non-member wedding per calendar month.
4. Persons needing after hours access to the church building should coordinate entrance with the Wedding Coordinator.
5. The undersigned agree to assume personal responsibility for the proper care and use of furnishings, equipment, and facilities and the conduct of those attending.
6. At least one of the undersigned will be present at all times.
7. Set-up is the sole responsibility of the bride and groom unless prior arrangements have been made. The bride and groom are also responsible for returning the facilities to the same condition in which they were found.
8. **No smoking** in any interior areas.
9. **No alcohol is permitted on church grounds.**
10. Members-it is suggested that a "love offering" be given to help defray utilities costs.
11. Lateness of wedding depends on the pastor.
12. There will be no dances at rehearsal dinners or wedding receptions.
13. Any physical damage caused by accident shall be reported to the Wedding Coordinator, and shall be the financial responsibility of the bride and groom. However, the church shall order and supervise the replacement and/or repair.
14. Area of use is limited to that for which permission is granted.
15. No church equipment or furnishings may be taken from church property.
16. The building is reserved for church use on Wednesday evenings and all day Sunday.
17. Wedding receptions in Fellowship Hall must be completed and cleaned up by 3:30 pm.
18. Any visiting pastor must be invited by AUMC Clergy prior to wedding date.
19. All use of the church building and grounds shall be in accord with the Book of Discipline of the United Methodist Church and the purpose of the Aldersgate United Methodist Church.
20. If the bride, groom, or their parents or grandparents are non-members at the time the reservation is made, and then one of them becomes a member at least six months prior to the wedding, nonmember fees may be used, although the \$125 deposit will not be refunded.
21. All weddings booked on an official Holiday weekend at the church need to be aware that Holiday decorations will be in place – e.g. Christmas, Lent, Memorial Day

It is understood that this request is subject to approval, and no notice or publication of the wedding will be made until an approved copy of this application has been returned to AUMC by the bride and groom.

We accept FULL RESPONSIBILITY and will abide by the above stated policies.

Date _____

Bride's Signature _____

Groom's Signature _____

TO BE COMPLETED BY THE CHURCH OFFICE AFTER REQUEST IS RECEIVED AND APPROVED. A COPY WILL BE MAILED TO THE BRIDE/GROOM AND A COPY GIVEN TO THE WEDDING COORDINATOR

Deposit of \$ _____ due upon request approval (non-member wedding).

Balance of deposit due thirty days prior to the wedding date- payable to AUMC-given directly to wedding coordinator

A full refund will be mailed to the bride and groom if the church office/wedding coordinator receives cancellation notice at least 30 days prior to wedding.

Deposit Amount paid _____ Date _____ Check Cash

Balance Paid _____ Date _____ Check Cash

Rev. 7/15/08; 6/24/10; 3/14/11; 3/1/13; 7/1/15