

# Wedding Policy

(Weddings for non-members will be at the discretion of the pastor.)

1. All weddings must be scheduled through the pastor of St. Mark United Methodist Church.
2. Payment for facilities used is to be paid at the time reservations are made. No reservation is binding upon the church until the fees are paid.

Use of the Sanctuary            \$150.00  
Use of the Fellowship Hall    \$100.00

Damage Deposit \$250.00

These fees include all reasonable clean up charges. Excessive clean up or repair will result in additional charges.

3. No alcoholic beverages may be brought onto the premises of the church, nor is smoking permitted anywhere in the building.
4. Music for the service must be scheduled through the church music director and fees for such services will be set by the director and are in addition to the "use fees" above.
5. The pastor will set a fee for his/her services. If a guest minister is desired, approval of the St. Mark pastor must be secured.
6. Pre-marital counseling is required and the extent of such counseling will be determined by the pastor of St. Mark United Methodist Church.
7. Decoration of the church/fellowship hall must be approved by the pastor. It is the responsibility of the florist and/or caterer to contact the pastor at least one week prior to the ceremony. Failure to do so will result in that florist/caterer being excluded from future involvement in weddings at St. Mark. Only dripless candles may be used. No window candles.
8. Photographers must not take any photographs or VCR recordings during the ceremony which require flash bulbs, bright lights, or movement which would detract from the solemnity of the service. Failure to observe this restriction will result in that photographer being excluded from future involvement in weddings at St. Mark.
9. The church and fellowship hall, and rooms used by the wedding party, should be left as they were found. The wedding party is responsible for returning any church equipment used, including chairs and tables, to storage area. If dishes are used they must be washed, dried, and returned to proper storage. Our custodian will sweep and/or vacuum, but other cleaning is the responsibility of the wedding party.
10. Only the rooms designated by the pastor may be used by the wedding party. This includes a room for the use of a photographer.
11. Childcare is not provided. If children are present during the rehearsal or preparation for the reception or wedding, they are the responsibility of their parents or guardians, and must not be left unattended. No rooms may be used for childcare, without permission from the pastor.

**I have read and I understand the terms of this agreement and will fully comply with it.**

Bride \_\_\_\_\_

Address \_\_\_\_\_

Groom \_\_\_\_\_

Address \_\_\_\_\_

Date and Time of Rehearsal: \_\_\_\_\_

Date and Time of Wedding: \_\_\_\_\_

Bride's Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

Groom's Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

Sanctuary fee paid :        \$ \_\_\_\_\_

Fellowship Hall fee paid: \$ \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_