

FACILITY USE POLICY FOR WEDDINGS

(Revised 1-14-2016)

ST. LUKE'S UNITED CHURCH OF CHRIST

727 N. Main

Independence, MO 64050

816/461-0302, stlukes@stlukesuccindep.org

A wedding ceremony is 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 couple 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 pastor, and the church office.
2. Possible dates and times of all weddings are to be cleared with the pastor, and the church office. Weddings held at St. Luke's will be at the discretion of the pastor.
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.
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. Weddings scheduled on a Saturday should start no later than 3:00 pm. Receptions must conclude by 7:00 p.m.
6. The facility will remain available for a period not to exceed four (4) hours from the beginning of the ceremony. This will allow sufficient time for photographs and/or a cake and punch reception (see 'Reception' section for further details). This is necessary to allow sufficient time for readying the facilities for Sunday worship services.

Pastor:

7. The pastor 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 pastor 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, Reception, Rehearsal Dinner) 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 pastor.**
12. St. Luke's does not provide printed programs.

Rehearsal:

13. The rehearsal will be scheduled in conjunction with the pastor of St. Luke's. The building will be opened one-half hour prior to the rehearsal. The couple 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, 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 pastor, church administrative assistant, or the facility coordinator. No removal of church décor is permitted.
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 or 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, not to exceed 150 people. 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 protective floor covering, available from facility coordinator, placed beneath them to protect the carpet. The church does not supply candles.

22. Only dripless candles may be used.
23. Use of the stage and its curtain are not authorized with this policy.

Music:

24. 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 pastor or St. Luke's Director of Music.
25. St. Luke's Director of Music 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 pastor or St. Luke's Director of Music.
26. Sound for the pastor, liturgist and soloist will be provided. The use of tapes, CD's or other kinds of sound require the approval of the pastor or Director of Music.

Photography:

27. Flash photography is limited to the processional and recessional and is not permitted during the ceremony.
28. Video is permitted within proper parameters, and must be discussed with the pastor in advance.
29. No video or photography is permitted from the chancel.

Floral Decorations:

30. Florists are required to clear plans with the facility coordinator prior to the wedding day.
31. It is anticipated that 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.
32. The church candelabra may be used. The church does not furnish candles. Dripless candles must be used. Floor covering available from facility coordinator must be placed beneath the candelabra to protect the carpet from melted wax.
33. Pew clips must be used for attaching any items to the pews. Tape is not allowed.

34. The florist will be responsible for picking up any flowers and decorations immediately after the wedding and photographs are complete.
35. All floral equipment must be picked up within 48 hours following the wedding date.

Receptions:

36. Receptions may be held in the Fellowship Hall if arranged in advance. These receptions are to include cake and punch only.
37. Alcoholic beverages are strictly forbidden on church property at all times.
38. The entire building is a smoke free facility. Smoking is permitted only outside the rear entrance in the designated area and requires proper disposal of smoking items.
39. Loud music and dancing are not to be part of the reception festivities.
40. The church's custodial staff will set-up and tear down all tables and chairs. Desired arrangement must be communicated to custodian in advance.
41. 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 disposal is not permitted.
42. Use of the church's dishes and cookware is not authorized with this policy. Punch, coffee, condiments and other food items are the responsibility of the wedding party.
43. All kitchen counters are to be cleaned by the caterer or wedding party.
44. 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	\$250
Sanctuary	N/C	1,000
Chapel	N/C	150
Director of Music	150	150
- If required at Rehearsal	50	50
Custodian		
- For Sanctuary Weddings	100	150
Pastor	Donation	300
Facility Coordinator	100	150
- Additional Hours over and above policy	15/Hr	15/Hr
<u>Receptions</u>		
Fellowship Hall	N/C	150
Custodian	50	50
Facility Coordinator	50	50

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, 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