

Facilities Usage	SUBJECT: Weddings	EFFECTIVE DATE: 01/01/2015
	RESPONSIBILITY: Church Secretary Special Events Coordinator	REVISION DATE: REVIEW DATE:

- I. Purpose
To define policies and procedures pertaining to wedding ceremonies.
- II. Policy
Wedding ceremonies are services of worship and are to be conducted as such. Couples marrying must provide proof that they completed premarital counseling by an ordained minister or a licensed marriage counselor.
- III. Procedures

A. Scheduling

Weddings are scheduled on a first come first served basis. Applications can be obtained from the church office or website. Complete the application and submit it with the application fee, if applicable. If the date is available, the applicant will be notified.

B. Fees

Members: For members there is a \$150.00 usage fee required for your wedding. In addition, a \$200.00 refundable security deposit is required.
Non-members: For non-members a \$700.00 usage fee is required for a wedding. In addition, a non-refundable \$75.00 application fee and a refundable \$200.00 security deposit fee are required to reserve the date for your wedding.

Please submit all fee(s) in the form of a certified check, money order or cashier's check. **No personal checks will be accepted.** The date will be reserved upon receipt of payment.