

Community United Methodist Church
Wedding Use Application

Ceremony

Bride: _____

Groom: _____

Affiliation with CUMC: _____

Where may you be reached: _____

Wedding Date: _____ Wedding Time: _____ Number of Guests: _____

Rehearsal Date: _____ Rehearsal Time: _____ Number of Persons involved: _____

Presiding Pastor: _____

Do you need the services of?

Sound Technician: Yes / No

Video Projection Technician: Yes / No

Wedding Coordinator and Custodian are required.

Reception

If the reception is to be held in the church, please fill out this portion.

Time of reception: _____

Who will be catering the reception? _____

How many people are you expecting to attend the reception? _____

Attach a drawing of how you would like the Fellowship Room arranged. The Fellowship Hall will seat approximately 175, depending on the table arrangement.

You are responsible for any decorating for the reception and returning the space to its original arrangement and condition.

The United Methodist Women (UMW) must approve use of the kitchen service and equipment. Refer to the "Use of Kitchen and Kitchen Equipment" section of this policy.

Costs

Costs for CUMC members¹

Costs for use of the church facilities for a **wedding ceremony only** (no reception).

Sanctuary Rental	No fee
Refundable Security Deposit	\$150.00
Custodian*	\$75.00
Wedding Consultant*	\$100.00
Sound Technician ²	\$50.00
Video Projection Technician ²	\$50.00

Costs for use of the church facilities for a **wedding ceremony and reception.**

Sanctuary and Fellowship Hall Rental	No fee
Refundable Security Deposit	\$150.00
Custodian*	\$150.00
Wedding Consultant*	\$175.00
Sound Technician ²	\$50.00
Video Projection Technician ²	\$50.00

*Wedding Consultant and Custodian are required.

¹These costs do not include pastoral or special music compensation. The church does not provide accompanists.

²A member of the church's sound and/or video tech team must operate sound and Video Projection equipment. The cost listed is for operation of the equipment only.

The UMW must approve use of the kitchen service and equipment. Refer to the "Use of Kitchen and Kitchen Equipment" section of this policy.

Costs for non-CUMC Members¹

Costs for use of the church for the **wedding ceremony only** (no reception).

Sanctuary Rental	\$400.00
Refundable Security Deposit	\$150.00
Pastor	\$150.00
Custodian*	\$75.00
Wedding Consultant*	\$100.00
Sound Technician ²	\$50.00
Video Projection Technician ²	\$50.00

Costs for use of the church facilities for a **wedding ceremony and reception.**

Sanctuary Rental	\$400.00
Fellowship Hall/Kitchen Rental	\$350.00
Refundable Security Deposit	\$150.00
Pastor	\$150.00
Custodian*	\$150.00
Wedding Consultant*	\$175.00

Sound Technician ²	\$50.00
Video Projection Technician ²	\$50.00

*Wedding Consultant and Custodian are required.

¹These costs do not include special music compensation. The church does not provide accompanists.

²A member of the church's sound and/or video tech team must operate Sound and Video Projection equipment. The cost listed is for operation of the equipment only.

The UMW must approve use of the kitchen service and equipment. Refer to the "Use of Kitchen and Kitchen Equipment" section of this policy.

Requirements For All Weddings

1. Non-CUMC members cannot make a reservation for the church more than six months prior to the wedding date.
2. The use of champagne, liquor, wine, beer, and tobacco on the church property is prohibited.
3. No rice, birdseed, or "silly string" may be thrown or used inside or outside the church building.
4. Lit candles will only be allowed in stationary candleholders or candelabras.
5. No decorations, etc. may be attached by the use of nails, screws, or similar attachment methods.
6. Do not place anything on the organ, piano, or keyboard.
7. A charge of 10 cents per copy will be charged for copies made on church reproduction equipment.
8. Security deposit is due when church is reserved and will be refunded within three weeks following the wedding, provided no damage was incurred.
9. Rental fees are to be received at least 14 days in advance of the wedding.
10. Compensation to individuals listed above should be made directly to the individuals at the time of the event or before.
11. Persons for which the charges represent a hardship may petition the Trustees to have the fees reduced or waived.

Statement of Liability

The Wedding Party and Responsible Person agree to assert no claims against CUMC, its Trustees, officers, and/or members as a result of damages sustained to a person or property while on CUMC property. Use of CUMC building / grounds and or equipment is at the entire and sole risk of the Wedding Party and Responsible Person and they agree to bear the entire risk of loss and/or injury to their property and/or person(s) resulting directly or indirectly from use of CUMC facilities.

The Wedding Party and Responsible Person agree to repair or replace, at the discretion of the Church's Trustees, any damage to any portion of the facility and/or equipment occurring during the time they were using the church facilities. Any damage shall be immediately reported to the church office and Trustees.

As the individual responsible for this group and event, I acknowledge I have read and am aware of the requirements for use of the building, contained here and in the applicable portion of the Church Use Policy, and accept responsibility for our group's actions. I have read and agree with the above statement of liability.

NOTE: The Security Deposit must accompany the application and all rental fees must be received at least 14 days before the wedding.

Signed: _____ (Responsible Person)

Printed Name: _____ Date: _____

For Office Use Only:

Wedding Accepted by Pastor: _____ Date: _____

Security Deposit Received: _____ Date: _____

Use Approved By Trustees: _____ (Chair) Date: _____

Notified of Approval or Disapproval: _____ (Liaison) Date: _____

Use Fee Received: _____ Date: _____

Church Custodian (No damage): _____ Date: _____

Security Deposit Returned: _____ Date: _____