

## Weddings and Wedding Receptions - Statement of Policy for Use of Church Facilities

---

The following are guidelines for the use of Emanuel Lutheran facilities.

- A. Any member who makes appropriate arrangements with the Pastor/Office may use the facilities for weddings and/or wedding receptions.
- B. Sister congregations may use the facilities for weddings and/or receptions, if approved by the Church Council and the use is in agreement with church policies.
- C. In general, no one will be married who will not agree to pre-marital counseling.
- D. Scheduling of all weddings and/or wedding receptions must be made as far ahead as possible and scheduling must be done in consideration of regular church functions.
- E. To use Luther Hall for a reception, the member contacts the Office for set-up.
- F. All decorations, etc. must be removed following the wedding service. The church building must be vacated by 11:00 pm.
- G. Use of the Unity Wedding Candles and/or aisle candles must be arranged with the Pastor.
- H. No rice, confetti, etc. will be allowed inside the church; bird seed or bubbles are OK. Flash photography is **NOT** permitted during the wedding service and Videos must be arranged with the Pastor.
- I. All wedding music must be reflective of a Christian worship service and approved by the Pastor and/or organist. 'Show Tunes' and/ or 'Ballads' are more appropriate for the reception. Any private organist must be approved by the organist and the Pastor.

**Note:** *Wedding fees include use of the building, music, bulletin production (if needed), janitorial and aisle candles. Fees are to be paid in separate checks: one for the **building** use, etc. made payable to "Emanuel Lutheran Church"; one for **Janitorial** and aisle candles made payable to "Debra Page"; one for the **organist** made payable to "Jaime Pepple"; one for the **Administrative Assistant** made payable to "Lou McCarthy" (if bulletin production is needed) and one to the **Pastor** (non-members) made payable to "the Rev. Domingo F. Shriver." The payments MUST be made 3 days before the scheduled event. Fees must be brought to the Parish Office with your marriage license (include the names & addresses of witnesses).*

Event		Member	Non-Member
<b>Wedding</b>	Sanctuary	50.00	175.00
	Luther Hall/Kitchen	50.00	175.00
<b>TOTAL EMANUEL=</b>			
<b>Pastoral -the Rev. Domingo F. Shriver</b>		Honorarium	\$175.00
<b>TOTAL PASTOR=</b>			
<b>Organist/Pianist –Ms. Jaime Pepple</b>		150.00	150.00
<b>TOTAL MUSICIAN=</b>			
<b>Sexton</b>			
Janitorial		75.00	75.00
Aisle Candles (optional)		75.00	100.00
<b>TOTAL SEXTON=</b>			
<b>Administrative Assistant –Lou McCarthy</b>			
Bulletin Production (optional)		30.00	30.00
<b>TOTAL ADMIN. ASST.=</b>			

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## **Emanuel Lutheran Church**

### **Statement of Policy For Use of Church Facilities**

---

---

*The following are guidelines for the use of Emanuel Lutheran facilities. All fees in these guidelines must be paid at the church office.*

#### **General Policies.**

- A. All uses of the church facilities not covered in other parts of this document must be approved by the Pastor and/or the Executive Board. All such requests must be in writing to the President of the Church Council.
1. Activities and purposes must not conflict with our mission statement.
  2. Events must be scheduled through the parish office in order to avoid conflicts, arrange for special set-up and procure key if necessary.
  3. Use must be made in consideration of regularly scheduled church functions.
  4. Use must terminate in time for reasonable clean-up for regularly scheduled church functions.
  5. Speaker system must be operated by an approved trained individual.
  6. Extra set-up/clean-up must be arranged with the parish office.
  7. A responsible adult must be present and accountable.
  8. Facilities Use payment must be made at the parish office.
  9. Any damage must be reported to the Office and the Property Committee. All using groups may be responsible for the cost of repair.
- B. Decorations must be made in such a way that the facilities are not permanently marked and/or disfigured. Any question of disfiguring facilities must be cleared with the property committee. Decorations for a specific function must be timed in such a manner that they will not interfere with other functions. Decorations must be completely removed after use.
- C. Smoking and alcoholic beverages are not permitted in church facilities or, on the church property.
- D. The Pastor and/or principal organist must approve anyone outside of Emanuel who plays the grand piano/organ and authorize any recitals to be held.
- E. The use of church office equipment is discouraged for non-church sponsored activities. The removal of church equipment such as chairs, tables, kitchen equipment, TV's, VCRs, etc. for non-church sponsored activities must be arranged thru the parish office.

---

*Initial: Renter*

---

*Initial: Representative of Emanuel Lutheran*