

Washington First United Methodist Church **Guidelines for Sanctuary and Facility Usage**

A Message to the Bride

We at Washington First United Methodist Church are delighted and honored that you have chosen our beautiful, historic sanctuary and facilities for your special occasion. The Sanctuary and Chapel are available for weddings and can be made festive and beautiful while maintaining the atmosphere of a House of Worship. The most beautiful decorations will always be the simplest. The *Book of Discipline* of the United Methodist Church affirms that a church wedding is a worship service. It should reflect a joyful, reverent and dignified celebration consistent with and appropriate for a Sunday morning worship service at First United Methodist Church. By your wedding being in the church, you are making a statement about the value you have for Christian worship, both for yourself and for the new family that begins with your marriage.

*The Pastor approves the usage of the sanctuary or chapel. It is important that the time and date of a wedding be scheduled through the church office so it can be placed on the church calendar.

*A deposit is required at the time of reservation to ensure the date is secure.

*The Pastor requires a minimum of three (3) counseling sessions prior to the wedding

*The Pastor does not require a fee for members, but requires a fee from non-members.

*Please obtain the marriage license at least a week in advance and give to the Pastor.

Our Minister of Music can assist you in decisions related to musicians and music selections and should be consulted before you complete your application. When you wish an organist or pianist not on our staff to play for your wedding, **our Minister of Music must approve all musicians and music selections.**

Responsibility

It is your responsibility to respect the policies and standards stated in this booklet. Please make sure that your florist, photographer, videographer and caterer understand the policies that concern them.

Before any wedding date is guaranteed, the application form must be completed and returned to the church office with the deposit before the wedding date is secure. Our Pastor and Minister of Music are to be contacted to verify their being able to perform the wedding service. This must be done before other plans or announcements are made and before your application is approved. The deposit is refundable, after the wedding, provided no damage has occurred and all policies are respected.

The decision to perform a marriage ceremony is the right and responsibility of the Pastor. The *Book of Discipline* of the United Methodist Church states that the Pastor will provide premarital counseling, discuss and plan your wedding with you and inform you of policies or guidelines on such matters as decorations, photography, and audio or video recording. Should you want to have an outside minister assist in your wedding, our Pastor will invite him or her to do so.

Time and Date

Washington First United Methodist Church **members** may reserve the church up to one year in advance of their wedding date. **Non-members** may reserve the church up to six months in advance of their wedding date.

Saturday evening weddings will be scheduled to allow ample time to prepare the church for Sunday morning activities. All receptions held in the Fellowship Hall will end and be cleared no later than 7:00 p.m.

Weddings will **not be scheduled** for Holy Week, including Palm Sunday weekend, Thanksgiving weekend, Christmas Eve and Day, New Year's Eve and Day or Sundays.

Rehearsal

A sound technician must be present at the rehearsal. Please move about quietly and respectfully. No running or shouting will be allowed. It is important that you know that the church will be cleaned prior to the rehearsal in preparation for your wedding the following day. It is the wedding party's responsibility to ensure that there is no trash left on the floor or pews and that hymnals, Bibles, attendance pads, pencils, etc. are put back in place if gotten out. How you leave the sanctuary the night before your wedding, will be how the sanctuary will look for your wedding. We strongly suggest you have a representative check behind after everyone has left to ensure the sanctuary is clean and neat and everything is back in its place.

Dressing rooms

Dressing rooms for the bride and her attendants and the groom and his groomsmen will be assigned as wedding reservations and preparations are being made. Grandmothers are invited to wait in the Prayer Room (just outside the sanctuary off the Narthex) until it is time for them to be seated.

Under no circumstances will food or drink be permitted in the Sanctuary or Chapel. **Smoking and alcohol are NOT PERMITTED** on the church premises.

The bride should have a designated person to remove the bridal party's possessions, food and drink within an hour following the ceremony.

Decorations

Only live flowers may be used in the Sanctuary or Chapel. If floral arrangements are prepared at the church, they must be made outside of the Sanctuary and **NOT** in the Sanctuary.

The florist is responsible for moving and replacing any furniture in the altar area. The Holy Communion Table and the Baptismal Font which are for sacred use and **must not** be moved from the altar area.

Flowers may be placed on the Holy Communion Table, but they may not be higher than the arms of the Cross. The candles on either side of the cross may be lit. Greenery and/or candles may be used on the window ledges provided the ledges are protected from water and wax damage.

Plastic must be used to protect the carpet if a floor arrangement or candles are used.

Flowers may be clipped to the pews with clips that leave no permanent marks. Flower arrangements are allowed on the organ with protection from water damage, but **NO** arrangements are allowed on the piano.

Flowers/wreaths may be hung on existing nails including outside doors. Do not add any nails without prior approval from the church office.

All candles should be “dripless” which includes unity candles and memory candles. Careful preparation must be given when placing candles in the Sanctuary including placing plastic on the floor under candles. If candelabras are used, metal candles are an encouraged option. Any additional labor costs due to cleaning wax residue from carpeting, flooring and furniture will be deducted from the deposit.

Your florist is responsible for seeing that all floral arrangements and other decorations are removed immediately after the service and to return all furniture where it was found.

Holidays and Decorations

When weddings are scheduled during holiday seasons and the church has been decorated, you must incorporate the seasonal decorations into the wedding décor. Decorations for the holiday seasons in the church **MAY NOT** be moved.

Remember weddings will **not be scheduled** for Holy Week, including Palm Sunday weekend, Thanksgiving weekend, Christmas Eve and Day, New Year’s Eve and Day or Sundays.

Music

A “Service of Christian Marriage” is a worship service and a part of the liturgy of the United Methodist Church. It is the responsibility of the bride to consult the Minister of Music for all musical selections in your wedding service to be deemed appropriate for Christian worship. The Minister of Music should be consulted early in the planning of all weddings in the church.

A sound technician from the church **must** be present for rehearsal and wedding.

In the event that outside organists, pianists or soloists are used, the Minister of Music must approve the music.

Reception

Either fellowship hall is available for receptions. The catering service used for your reception is responsible for cleaning the fellowship hall and kitchen after the reception. All receptions should be over and cleared no later than 7:00 p.m. The caterer must furnish all equipment, china, silver, crystal, etc.

Alcoholic beverages are not permitted under any circumstances on the church premises.

Bird seed is the only solid material allowed and may **not** be thrown in the church building or at any entrances. They cause safety and cleaning problems. Bubbles may be used outside only!

Please Remember...

- Your wedding date will be guaranteed as soon as you have contacted our Pastor and our Minister of Music, and your completed application and deposit has been received in the church office.
- The balance of fees for the wedding is due in the in the church office four weeks prior to the wedding.
- Smoking and alcohol are not permitted on the church premises.
- Nails, tape and screws are not to be used to attach decorations to any part of the church including walls and pews.
- Decorations for the holiday seasons in the church will remain in the Sanctuary and will be incorporated into the wedding decorations.
- Any changes from the wedding application must be with the church's administrative assistant.
- Bird seed or bubbles may only be cast outside and not in the building or entrances.

One Last Note

Again, we are honored that you have chosen our beautiful sanctuary in which to be married. We wish you joy and God's richest blessings in your new life. If you have any questions, please contact the church office at 706-678-7116, Monday-Friday 9:00 a.m. – 2:00 p.m. In case of an emergency, you may contact the Pastor on the church cell, 706-401-9816.

Washington First United Methodist Church

Request for Use of Church Facilities

All events scheduled on a first-come, first-served basis and may not interfere with regularly scheduled church events unless approved by appropriate parties

Contact Person(s) _____

Today's Date _____

Affiliation with FUMC

____ Minister/staff coordinated church function

____ Minister/staff coordinated non-church function

____ Member-coordinated church function

____ Member-coordinated non-church function

____ Ministry supported by FUMC

____ Non-member, non-church function

Phone _____

E-mail _____

Event Date(s) _____

Room(s) Requested _____

Event Description _____

Preferred room set-up ____ meeting ____ banquet ____ reception

Time of Event _____ to _____ Approximate time needed for your group to set up _____ tear down _____

Furnishings/equipment needed (please include quantity) _____

Will food or beverage be served during your event? ____ Yes ____ No

(NO FOOD OR BEVERAGE ALLOWED IN SANCTUARY, CHAPEL OR PRAYER ROOM UNDER ANY CIRCUMSTANCES)

If yes, who will provide food? ____ Church ____ Caterer ____ Provide own food/beverage

Usage Fees:

Wedding/ All Facilities, member -- \$250

Wedding/All Facilities, non-member -- \$700 (\$100 refundable deposit included)

(includes Sanctuary or Chapel, both fellowship halls and kitchens, and classrooms needed for dressing)

Wedding without new Fellowship Hall, member -- \$150

Wedding without new Fellowship Hall, non-member -- \$500 (\$100 refundable deposit included)

(same as above but without the new fellowship hall and kitchen)

New Fellowship Hall, member -- \$75

New Fellowship Hall, non-member -- \$400 (\$100 refundable deposit included)

New Fellowship Hall, Local sponsored group (no prom) -- \$150

Sunday school rooms, small fellowship hall, old kitchen – at the discretion of the Pastor and trustees

Bell Cottage – not available for non-members

All church groups – no charge, but must sign up on church calendar.

I have been made aware of and agree to follow all policies and procedures pertaining to events held in church facilities.

I will see to it that all persons involved in my event are made aware of and follow these policies and procedures.

Signature _____

Date _____

For Official Use Only

Approved by (please initial) _____ Date approved _____ Entered on calendar (please initial) _____ Date entered _____

Total Fees due Amount Paid Date Paid Balance due Date Balance Paid Received by

\$ _____ \$ _____ _____ \$ _____ _____ _____