



# Wedding Policies Manual

[WWW.FUMCMORRISTOWN.ORG](http://WWW.FUMCMORRISTOWN.ORG)

# WELCOME!

We at First United Methodist Church (FUMC) congratulate you on your upcoming wedding. We are delighted that you have chosen FUMC for your wedding ceremony. The ministers, staff, and congregation of this church are eager to help you make your ceremony a meaningful experience.

A Christian wedding is one of the happiest and holiest moments in the lives of two Christian people. It is a service of worship focused on God as well as the joining together of two lives, thus establishing a new Christian home and covenant.

We believe a wedding is a worship service. It is the spirit and attitude of those who take part in a wedding which contribute beauty to the service. Marriage is a sacred as well as a legal ceremony. Therefore, all elements of the service have religious significance. FUMC wants to extend every possible assistance to you in making your wedding a memorable and worshipful experience.

These policies have been adopted by FUMC as they relate to your wedding preparations and ceremony. It will be extremely helpful to you and our staff if you are familiar with the documents, fees and timelines that are required.

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# CONTACT INFORMATION

## MAILING ADDRESS:

**First United Methodist Church**  
**101 E 1<sup>st</sup> North Street**  
**Morristown, TN 37814**  
**(423) 581-2180**

## EXECUTIVE SECRETARY

*Cheryl Rager*

[fumc@fumcmorristown.org](mailto:fumc@fumcmorristown.org)

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*Donna Brewster*

[donna@fumcmorristown.org](mailto:donna@fumcmorristown.org)

# GENERAL WEDDING POLICIES

A. Your wedding date will be considered *tentative* until you have submitted the following:

**1. Wedding Application**

- a. Contact the *Church Executive Secretary* to determine if the church is available for the dates of your wedding, rehearsal and/or reception.
- b. The *Director of Music Ministries* will confirm the date of the wedding once required application is received and processed.

**2. Wedding Policy Agreement Form**

**3. Required \$100 Deposit** (*Remaining fees due at least 2-weeks prior to the wedding*)

**4. Confirmation with minister performing your ceremony**

- a. Schedule an appointment with the minister to discuss your wedding.
- b. A guest minister may be used with approval from our *Senior Pastor*. All officiating ministers outside the church must be licensed.

B. Weddings will ***not*** be scheduled on the following days:

1. Sundays
2. Church-wide events

C. The Sanctuary and Gym are decorated during Christmas and Easter season. Decorations cannot be removed or changed.

D. Schedule an appointment with the *Director of Music Ministries* to make preliminary arrangements for the *Organist* and selection of wedding music.

E. If you would like to use the church nursery, contact the *Director of Children's Ministries*. A \$60 nursery fee includes two approved *Nursery Staff* (in compliance with our Safe Sanctuary Policy) to work a minimum of 3 hours for your event. Any additional time needed will be \$10/hour per worker.

F. You will be assigned an approved FUMC *Wedding Coordinator* who will answer any questions you may have and help you make decisions about your ceremony.

# FACILITIES

1. The Sanctuary (nave) seats approximately 420 people. Forty chairs can be added if needed.
2. The Chapel seats approximately 20 people.
3. Bridal Party dressing room is located in the Choir Room or Parlor.
4. Groomsmen's dressing room is located in the library or room 207.
5. No alcoholic beverages or illegal drugs are permitted on the church property. There shall be no smoking in any part of the church.
6. Members of the church and their families have first consideration in reserving the Church for weddings and receptions. (first come-first serve)
7. No rice, bird seed, confetti or other materials may be thrown outside the church building.
8. We do not recommend leaving anything of value in the dressing areas at any time. This caution is necessary because church doors will remain unlocked and there are multiple entrances and exits.
9. The *Custodian* is responsible for opening and closing the building, and will be present during the rehearsal, wedding, and the reception if held at the church.
10. Cleanup after the wedding in the Sanctuary should be completed within 1 hour after the wedding concludes. All personal items should be removed as quickly as possible to allow our building personnel to perform their duties.

# MINISTER

**Please contact the Minister you have chosen for your ceremony immediately to check their schedule.**

Our Minister will provide pre-marital counseling sessions to help prepare for the lifelong commitment that marriage involves. These counseling sessions will be scheduled between the minister and the couple. Your Minister will discuss your wedding service with you in the privacy of these pre-marital sessions.

- A Guest Minister may be permitted to officiate or assist in the wedding ceremony, subject to approval by the *Senior Pastor*. Officiants must be licensed.
- It is customary to give the officiating minister an honorarium. This amount is left to the discretion of the family. (suggested amount \$175)
- The Minister cannot legally perform a wedding ceremony without the marriage license in hand. It is recommended that the license is made available to the minister *prior* to the wedding ceremony.

# WEDDING COORDINATOR

Church policy requires a church *Wedding Coordinator* must be used at all FUMC wedding rehearsals and ceremonies. (see Contact Information page 3).

The services rendered by the *Wedding Coordinator* include:

- a) Consultation with the couple regarding rehearsal and ceremony details (*1 hour*)
- b) Make all church arrangements for the ceremony
- c) Manage rehearsal (*1½ hours*)
- d) Coordinate and manage pre-wedding arrangements
- e) Manage wedding ceremony

## REHEARSAL

Rehearsal time is limited to 1½ hours from the scheduled beginning time. All members of the immediate wedding party, ushers and parents of the bride and groom should attend the rehearsal. The organist, pianist and soloists should also attend to meet with the *Sound Tech* (if needed). The *Wedding Coordinator* will run the rehearsal.

## RECEPTION

Receptions may be held in the Gym or Community Room. Set-up requirements for the room should be coordinated through the *Wedding Coordinator*. The church will provide custodial service to return the room to its original set-up.

Receptions should be reasonable in length, not to exceed 3 hours. All receptions must conclude by 9:00 p.m. Family should make arrangements to remove all decorations as soon as the reception concludes no later than 10:00 p.m.

Bubbles and sparklers may be used outside. Throwing of rice and birdseed is not allowed because it endangers the safety of those using the sidewalks. Confetti, birdseed, bubbles or other such material are ***not*** to be used ***inside*** the church facilities.

## CHAPEL WEDDINGS

The church Chapel is available for ceremonies with 20 or fewer guests. Couples may find the Chapel more comfortable with a small number of guests.

Chapel weddings with receptions outside the church can be arranged with a **one-month notice**.

After the initial meeting with the presiding minister, he/she and the *Director of Music Ministries* will decide if a *Wedding Coordinator* or custodian is necessary.

# MUSIC

Soon after the wedding date has been approved and placed on the church calendar, the couple should contact the *Director of Music Ministries* to make preliminary arrangements for the music to be used in the wedding. **A wedding is a worship service; therefore, all music is to be appropriate for the worship service.**

1. The services rendered by the *Director of Music* include:
  - a) a consultation with the couple regarding musical selections for ceremony
  - b) making arrangements for the organist
  - c) approval of the music for solos to be sung during the ceremony
2. If the *Director of Music Ministries* and/or the church *Organist* is to be used for the wedding, they should be informed once the wedding date has been placed on the church calendar.
3. The services rendered by the *Organist* may include:
  - a) a consultation with the couple regarding organ selections for the ceremony
  - b) playing for the rehearsal and/or ceremony
4. **All music should be selected and approved no later than one month prior to the ceremony.** Any music requested that is not in the organist's or church's music library will be the couple's responsibility to locate and purchase.
5. An outside organist or soloist is permissible upon approval by the *Director of Music Ministries*. In the case of an outside organist, organ practice time may be arranged with the *Director of Music Ministries*.
6. The use of instruments other than the church organ and piano must be approved by the *Director of Music Ministries*. Taped music used as vocal accompaniment must be approved by the *Director of Music Ministries* and will require a *Sound Tech* to be present.

The position of the United Methodist Church on the wedding service is clearly set forth as a celebration of worship - joyful, reverent, and dignified. It, therefore, follows that the music used should enhance this joy, reverence, and dignity. If God is in fact joining the bride and groom together, then the music used for the occasion must be scripturally based and musically appropriate. As in all church music, there must be continuity and congruity of textual and musical meaning.

Music suitable for the marriage rite should embody the high standards of quality necessary for any musical offering used in a service of worship. Texts should focus on God and emphasize the corporate, rather than the private nature of worship. All texts should express the common faith and theology, not only of the couple, but of the Christian community witnessing the rite. Popular favorites or love songs centered on sentimental love which often come out of the entertainment world and recall secular or social associations are highly inappropriate in the wedding service. This style of music would be more appropriate at the reception or other social occasions surrounding the wedding.

FUMC's *Director of Music Ministries* or *Organist* can provide assistance in selecting appropriate instrumental and vocal music. Although our music library does not have a complete collection of wedding music, it serves as an excellent starting point in your quest for music that is suitable and appropriate to the sacred nature of the wedding service.



# CATERING POLICY FORM

To be signed by the *Caterer* and returned to the church office at least **6 weeks prior to scheduled wedding date**. Please make sure you have discussed these policies with your caterer.

If the Bride is using our facility for the reception, it is her responsibility to instruct the caterer in accordance with our church wedding policies.

1. The kitchen should be left in the same condition it was found. All counters should be wiped clean. No dishes should be left in the sink.
2. A member of *Church Kitchen Committee* must be present if the kitchen equipment is being used.
3. The *Wedding Coordinator* will indicate which refrigerator is available for use.
4. We have a large capacity ice machine available. Please do not store anything in the ice maker. Do not leave doors open. Ice scoops stay in the bin located on top of the ice machine (never inside the ice maker).
5. Tables and chairs are available for the reception. Setup requirements must be coordinated with your *Wedding Coordinator*. (Tablecloths are \$2 each)
6. Kitchen times must be scheduled and discussed with your *Wedding Coordinator*.

**FEE: \$200 Kitchen Use Fee due at least 2 weeks prior to wedding.**

*I have read and agree to follow the above wedding policies. I understand that not following these policies will prevent me from being approved for future weddings at FUMC Morristown.*

\_\_\_\_\_  
Name of Caterer

\_\_\_\_\_  
Phone of Caterer

\_\_\_\_\_  
Signature of Caterer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Bride

.....  
**>>> OFFICE USE ONLY <<<**

**Kitchen Team Member:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

# DECORATION & FLORIST POLICY FORM

To be signed by the *Decorator/Florist* and returned to the church office at least **6 weeks prior to scheduled wedding date**. Please make sure you have discussed these policies with anyone participating in decorating.

1. **There will be no flowers on the altar table.** If so desired, there are two vases available for flowers that can be placed on either side of the altar on wooden stands. Flowers on these stands are to be no taller than the crossbar of the cross on the altar.
2. There are two brass candle holders for the altar.
3. The couple is responsible for making arrangements with the florist and providing them with a copy of the guidelines for the sanctuary area.
4. Two candelabras may be used within the chancel area in front of the altar on either side. Space is also available for a unity ceremony.
5. Only dripless candles are to be used.
6. Only silk flower petals are to be used in the Flower Girl's basket.
7. The paraments may be changed to white, the traditional liturgical color for the service of Holy Matrimony, unless the couple requests the seasonal colors of the church year on the pulpit and lectern for the wedding service.
8. No nails, tacks, screws, pins, staples, tape of any kind (because of the sticky residue left on the surface to attract dirt) may be used that might permanently mar, deface or otherwise damage any part of the church building or furnishings.
9. Any damage occurring to the church building or furnishings by the bridal party or anyone working on their behalf, will be billed to responsible parties for the cost of repairs by the church.
10. Cleanup after the wedding in the Sanctuary should be completed within 1 hour after the wedding concludes. If for some reason the florist or persons responsible for decorations cannot do this, ***they must make arrangements with the church for the church custodian to remove them.***

*I have read and agree to follow the above wedding policies. I understand that not following these policies will prevent me from being approved for future weddings at FUMC Morristown.*

\_\_\_\_\_  
Name of Decorator/Florist

\_\_\_\_\_  
Phone of Decorator/Florist

\_\_\_\_\_  
Signature of Decorator/Florist

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Bride

# PHOTOGRAPHY POLICY FORM

To be signed by the *Photographer* and returned to the church office at least **6 weeks prior to scheduled wedding date**. Please make sure you have discussed these policies with your photographer.

We are proud that our church contains many lovely settings for wedding pictures. We hope that you will make use of the facility to make a visual record of this celebration.

1. The wedding ceremony is a worship service. The bridal couple, as they are united in marriage in the presence of God, are the focus of the service.
2. Nothing should distract the attention of the guest from the bride and groom whose love for each other is being celebrated in this worship service.
3. **The photographer must be aware of their presence (visibly and audibly) at all times.**
4. Photos may be made during the service from the back of the Sanctuary behind the last row of guests.
5. Flash pictures may *not* be made from the time the church is opened for guests to be seated until after the recessional has been completed. **No flash pictures during the wedding service!**

*I have read and agree to follow the above wedding policies. I understand that not following these policies will prevent me from being approved for future weddings at FUMC Morristown.*

\_\_\_\_\_  
Name of Photographer

\_\_\_\_\_  
Phone of Photographer

\_\_\_\_\_  
Signature of Photographer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Bride

# VIDEOGRAPHER POLICY FORM

To be signed by the *Videographer* and returned to the church office at least **6 weeks prior to scheduled wedding date**. Please make sure you have discussed these policies with your videographer.

We are proud that our church contains many lovely settings for wedding pictures. We hope that you will make use of the facility to make a visual record of this celebration.

1. The wedding ceremony is a worship service. The bridal couple, as they are united in marriage in the presence of God, are the focus of the service.
2. Nothing should distract the attention of the guest from the bride and groom whose love for each other is being celebrated in this worship service.
3. **The videographer must be aware of their presence (visibly and audibly) at all times.**
4. The videographer is not allowed to move around during the ceremony.
5. All cameras should be stationary.
6. Video cameras must be set up at least one-hour before the wedding service and may only be placed in three areas:
  - In doorway beside the choir chairs; right side of the chancel facing the altar.
  - On the right side of the nave in front of the communication booth.
  - In the back of the Sanctuary to the right of the main aisle.

*I have read and agree to follow the above wedding policies. I understand that not following these policies will prevent me from being approved for future weddings at FUMC Morristown.*

\_\_\_\_\_  
Name of Videographer

\_\_\_\_\_  
Phone of Videographer

\_\_\_\_\_  
Signature of Videographer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Bride

# CEREMONY INFORMATION

*Please bring this completed form to the planning meeting with your Wedding Coordinator.*

Rehearsal Date: \_\_\_\_\_ Time: \_\_\_\_\_

Wedding Date: \_\_\_\_\_ Time: \_\_\_\_\_

Minister: \_\_\_\_\_

## MUSIC:

Organist: \_\_\_\_\_

Pianist: \_\_\_\_\_

Vocalist: \_\_\_\_\_

Special Music: \_\_\_\_\_

## CANDLE LIGHTING

Music: \_\_\_\_\_

Candle Lighter Names: \_\_\_\_\_

## SEATING OF GRANDPARENTS

Music: \_\_\_\_\_

Groom's Grandmother: \_\_\_\_\_ Escort: \_\_\_\_\_

Groom's Grandmother: \_\_\_\_\_ Escort: \_\_\_\_\_

Bride's Grandmother: \_\_\_\_\_ Escort: \_\_\_\_\_

Bride's Grandmother: \_\_\_\_\_ Escort: \_\_\_\_\_

## SEATING OF PARENTS

Music: \_\_\_\_\_

Groom's Mother: \_\_\_\_\_ Father: \_\_\_\_\_

Bride's Mother: \_\_\_\_\_ Father: \_\_\_\_\_

Unity Candle Lighting by Parents?    Yes                      No

Usher: \_\_\_\_\_ Usher: \_\_\_\_\_

Usher: \_\_\_\_\_ Usher: \_\_\_\_\_

Greeter / Book: \_\_\_\_\_

# CEREMONY INFORMATION (2)

## GROOMSMEN

Music: \_\_\_\_\_

- Entrance:  All groomsmen enter with minister and groom  
 Escorting a bridesmaid down center aisle  
 Other

## BRIDESMAIDS

Music: \_\_\_\_\_

- Entrance:  Escorted by a Groomsman down center aisle  
 Individually  
 Other

Best Man: \_\_\_\_\_

Maid of Honor: \_\_\_\_\_

Groomsman: \_\_\_\_\_

Bridesmaid: \_\_\_\_\_

Groomsman: \_\_\_\_\_

Bridesmaid: \_\_\_\_\_

Groomsman: \_\_\_\_\_

Bridesmaid: \_\_\_\_\_

Groomsman: \_\_\_\_\_

Bridesmaid: \_\_\_\_\_

Groomsman: \_\_\_\_\_

Bridesmaid: \_\_\_\_\_

Groomsman: \_\_\_\_\_

Bridesmaid: \_\_\_\_\_

Groomsman: \_\_\_\_\_

Bridesmaid: \_\_\_\_\_

Groomsman: \_\_\_\_\_

Bridesmaid: \_\_\_\_\_

Junior Groomsman: \_\_\_\_\_

Junior Bridesmaid: \_\_\_\_\_

Ring Bearer: \_\_\_\_\_

Flower Girl: \_\_\_\_\_

Bride's Entrance Music: \_\_\_\_\_

Escort: \_\_\_\_\_

## RECESSIONAL:

Music: \_\_\_\_\_

## MICROPHONES

- Minister Qty: \_\_\_\_  
 Instrumentalist Qty: \_\_\_\_  
 Instrumentalist Qty: \_\_\_\_

# WEDDING PARTICPANTS

Minister: \_\_\_\_\_ Phone: \_\_\_\_\_

Wedding Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_

Music Director: \_\_\_\_\_ Phone: \_\_\_\_\_

Organist: \_\_\_\_\_ Phone: \_\_\_\_\_

Pianist: \_\_\_\_\_ Phone: \_\_\_\_\_

Instrumentalist(s): \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

Vocalist(s): \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

Decorator: \_\_\_\_\_ Phone: \_\_\_\_\_

Florist: \_\_\_\_\_ Phone: \_\_\_\_\_

Caterer: \_\_\_\_\_ Phone: \_\_\_\_\_

Photographer: \_\_\_\_\_ Phone: \_\_\_\_\_

Videographer: \_\_\_\_\_ Phone: \_\_\_\_\_

## Other Contacts

\_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

# BRIDE'S CHECKLIST

	<b><u>FORMS NEEDED</u></b>	<b><u>DUE</u></b>
_____	\$100 Deposit	<i>Before wedding can be scheduled</i>
_____	Wedding Policy Agreement	<i>Before wedding can be scheduled</i>
_____	Wedding Application	<i>Before wedding can be scheduled</i>
_____	Wedding Participant List	<i>At meeting with Wedding Coordinator</i>
_____	Ceremony Information	<i>At meeting with Wedding Coordinator</i>
_____	Sound Tech Request Form	<i>6 weeks prior to wedding</i>
_____	Photography Policy Form	<i>6 weeks prior to wedding</i>
_____	Videographer Policy Form	<i>6 weeks prior to wedding</i>
_____	Decorator/Florist Policy Form	<i>6 weeks prior to wedding</i>
_____	Catering Policy Form	<i>6 weeks prior to wedding</i>
_____	Wedding Music Approved	<i>At least 30 days prior to wedding</i>
_____	Payment of all Church Fees	<i>2 weeks prior to wedding</i>
_____	Obtain TN Wedding License	<i>No more than 30 days prior to wedding</i>





# SOUND TECH REQUEST FORM

To be completed by the Bride/Groom. The church must have this form on file in the church office at least **6 weeks prior to scheduled wedding date.**

BRIDE: \_\_\_\_\_

PHONE: \_\_\_\_\_

GROOM: \_\_\_\_\_

PHONE: \_\_\_\_\_

REHEARSAL DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

WEDDING DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

RECEPTION DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

*(if on church property)*

## MICROPHONES NEEDED:

___ Minister(s)	___ Quantity
___ Instrumentalist(s)	___ Quantity
___ Vocalist(s)	___ Quantity
___ Reader(s)	___ Quantity

**FEE: \$75 Sound Tech fee is due at least 2 weeks prior to rehearsal date.**

.....  
>>> OFFICE USE ONLY <<<

Sound Technician: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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

# WEDDING POLICY AGREEMENT

To be signed by the *Bride & Groom* and returned to the church office at least **6 weeks prior to scheduled wedding date**.

Please return a signed copy of this form along with your **\$100 deposit** to the church office as soon as possible. Wedding reservations will not be added to the church calendar until the deposit and signed **Wedding Policy Application** and **Wedding Policy Agreement** are on file.

***Bride and Groom are responsible for:***

1. Reading, understanding and following the wedding policies of First United Methodist Church, Morristown.
2. Assuring that the wedding party and guests will conduct themselves in a manner consistent with being in a place of Christian worship (while on church property).
3. Providing a Tennessee Marriage License, issued within 30 days of the wedding, on the day of the ceremony.
4. Distributing policy forms to the decorator/florist, caterer, photographer and videographer and making sure they are familiar with FUMC church policies.
5. Making sure the wedding party are aware that alcoholic beverages or illegal drugs are NOT permitted on the church property. There shall be no smoking in any part of the church.

*By our signatures, we understand that failure to comply with any of these policies will be considered “disregard of policy” and will forfeit our deposit. We also understand that we are liable for any damages that total more than the amount of the deposit. Failure to notify the church of any cancelation of plans at least 30 days prior to the confirmed wedding date may also result in forfeiture of our deposit.*

---

Signature of Bride

---

Date

---

Signature of Groom

---

Date

# WEDDING APPLICATION

To be signed by the *Bride & Groom* and returned to the church office at least **6 weeks prior to scheduled wedding date**.

Wedding reservations will not be added to the church calendar until the deposit and signed **Wedding Policy Application** and **Wedding Policy Agreement** are on file.

**Bride:** \_\_\_\_\_ FUMC Member      Yes      No

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Groom:** \_\_\_\_\_ FUMC Member      Yes      No

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Rehearsal Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Wedding Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Minister:** \_\_\_\_\_

**CHURCH FACILITIES REQUESTED:**

<b>Wedding:</b>	Sanctuary	Gym	Chapel
<b>Reception:</b>	FUMC	Off-Site	
<b>Childcare:</b>	Yes	No	

*I have read the conditions provided on the attached sheets of this application, agree to pay all applicable fees on time, and agree to abide by rules of the facilities. I understand that I am expected to use these facilities respectfully and will make every effort to ensure that my guests will do likewise.*

\_\_\_\_\_ Date \_\_\_\_\_  
 Wedding Applicant' s Signature

.....  
 >>> CHURCH USE ONLY <<<

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
*Church Executive Secretary*

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
*Director of Music Ministries*

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
*Presiding/Senior Minister*