Wedding Policies & Procedures

All individuals desiring the use of the church facilities for a wedding shall be responsible for compliance with the wedding policies and procedures listed below:

1. The deposit is due with the application to reserve the date. The remaining amount will be due two weeks prior to the wedding ceremony. In addition there may be financial assessments due to any damage of the facilities. These charges will be the sole responsibility and billed to of the person(s) using the facility.
2. Fees are not a tax-deductible donation to the church.
3. Only enclosed candles may be used- no unprotected wax candles of any kind.
4. No rice inside or outside. Birdseed must be kept outside the building.
5. No alcohol or smoking anywhere.
6. All music, readings, poems, etc must be pre-approved by the officiating pastor.
7. **No musical instruments or sound system equipment will be removed from the platform under any circumstances.**
8. iWorshipCenter is not responsible for any lost, stolen or damaged personal or rented items.
9. Set up and tear down of all decorations and other materials brought in for use during the wedding will be the responsibility of individuals using the facilities.
10. It is understood that the bride and groom will provide all programs, decorations, etc.
11. Wedding activities must be concluded 3 hours after the start of the ceremony. At that time, all decorations, gifts, etc. must be removed from the building.
12. Rehearsals and arrival times must be cleared with the wedding coordinator in advance to ensure building access.
13. Videographers and photographers must adhere to specific instructions in regard to placement of cameras and mobility/proximity to actual ceremony. Detailed instructions will be provided by the coordinator or officiating pastor. It is recommended that these individuals make themselves available to the officiating pastor or coordinator prior to the start of the event.

I have read and agree to abide by the above policies and procedures.

_____	_____	_____
Signature	*Printed Name*	*Date*
_____	_____	_____
Signature	*Printed Name*	*Date*

Office use only: *Date deposit & contract received: _____ Initials: _____*
Date Balance paid: _____ Initials: _____