

## Wedding Policy

*Revised September 2015*

### General Overview

- Weddings at Wyoming Park Bible will only be performed by a Pastor from our church or a Pastor that we know and approve.
- The church is open for weddings for anyone so long as the wedding does not conflict with the values, mission, or doctrine of the church, but we rarely accept applications from couples who already have another church which they attend regularly. In other words, we prefer that if you are active in a church, that you use your own church for your wedding.
- The church is not currently available for Sunday weddings.

### Process:

#### 1. Apply

A *Wedding Application Form* must be submitted to the church office at least 2 months prior to the wedding.

#### 2. Approval

The form will be reviewed, and upon preliminary approval, the pastor will call the couple for a meeting date.

#### 3. Meeting With Pastor

The pastor will meet with the couple to get to know them and hear their story. Some preliminary planning for the wedding ceremony will take place at this meeting and if further meetings are required, they will also be scheduled at this time. If everyone is still comfortable with having the wedding at our church, then the security deposit and 50% of the fee is also due at this meeting.

### Facilities

- Sanctuary
  - Seats approximately 250 people
- Changing rooms for wedding party
- Restrooms
- Decorations
  - Seasonal/Floral accents
- Instruments
  - Grand Piano
  - Electric Piano
  - Drum Set
- Sound System
  - CD/DVD capabilities
  - PowerPoint Projector

## Fees

- **Members**

Building	No Charge
Sound Technician	\$100.00
Custodian	\$100.00
Security Deposit	\$200.00 (refunded if there is no damage)
<b>SUBTOTAL:</b>	<b>\$400.00</b>
Security Deposit	-\$200.00
<b>TOTAL:</b>	<b>\$200.00</b>

For the use of the church basement for a reception, add \$50.00

- **Non-Members**

Building	\$100.00
Sound Technician	\$100.00
Custodian	\$100.00
Security Deposit	\$200.00 (refunded if there is no damage)
<b>SUBTOTAL:</b>	<b>\$500.00</b>
Security Deposit	-\$200.00
Discount*	-\$100.00
<b>TOTAL:</b>	<b>\$200.00</b>

For the use of the church basement for a reception, add \$200.00

- \*Discount: If the couple begins attending church (at least twice prior to the wedding) there will be a \$100.00 discount to the fee
- To apply for the member rate, at least one of the persons getting married or their parents must be a member of Wyoming Park Bible Fellowship.
- All fees are for a rehearsal meeting and wedding ceremony. The use of the church basement for a reception is optional.
- The security deposit and 50% of the remaining fee is due at the meeting with the pastor. The remaining balance must be paid in full prior to the wedding.
- If a reservation is cancelled by the renter 1 month or more prior to the event, all fees and deposits will be refunded.
- Please plan on four (4) hours for decorating and rehearsal time and four (4) hours for the ceremony and pictures.

## Building Use Guidelines

- No smoking
- No alcohol beverages anywhere on church property.
- Food or beverages (except for water) must be restricted to the lower level of the church, and removed from the building following the wedding.
- At least one person 21 years of age or older must be present at all times.
- Only authorized individuals may operate the sound system.
- Animals are not allowed in the church building, except for those that assist the disabled.
- All trash must be placed in the appropriate containers.
- Fresh flower petals, rice, and birdseed are not allowed. Bubbles are allowed outside the building.
- All items (including flowers and decorations) not belonging to the church must be removed from the building immediately following the wedding.