

Policies and Procedures for Wedding – Related Events in Liberty Evangelical Free Church

Congratulations on your decision to be married! We are honored to celebrate this great moment with you. We view marriage as a relationship instituted by God, and entered into by a man and a woman of faith. The wedding service is a worship service, which celebrates your life-long commitment to each other and affirms your mutual faith and trust in God.

This information is for you to keep and is provided to assist you in your wedding plans. Allow it to serve as sort of “checklist” for you as you prepare. Below is the procedure for scheduling a wedding with us. Upon approval of your selected date, the church’s receipt of a completed “Information Form for Wedding In the Church”, and the applicable deposit is paid, your wedding will be put on the schedule. Please note that no wedding will be scheduled on Sundays or holidays. The recommended procedure is as follows:

- A. If you would like to take a tour of Liberty’s facilities, stop by the church office Monday through Friday from 8:30 A.M. to 3:00 P.M. Tours are available at other times by appointment. To schedule an appointment, please contact the church secretary.
- B. After you have chosen a wedding date, call or visit the church office. It is wise to have a second choice in mind in case another party already reserves your first choice.
- C. Complete the “Information Form for Wedding In the Church” and return it to the church secretary so that we may officially book your wedding on our calendar. Wedding reservations will only be accepted from the bride, groom, or parents.
- D. If a pastor of Liberty Evangelical Free Church is not performing your ceremony, please provide the pastor’s name and contact information.

Wedding and Rehearsal Times

- Plan early so use of the church space can be arranged without conflict.
- It is the general policy that no authorization for use of the church will be made for Sundays or holidays. If a wedding is scheduled during the holiday season, no existing decorations will be removed.
- Weddings with or without Church Receptions are available.
- It is very important that you stay within your agreed time frame.
- Rehearsals are generally scheduled the day before the Wedding Date. Please contact the church office on the time rehearsal will begin.
- Rehearsals last no longer than one hour.

Dressing Rooms

- Facilities are such that the bride and groom and their parties may dress in the Church. It is the responsibility of the bride and groom to arrange for the care of the property of the wedding party before, during, and after the wedding, and for the transportation of such items.
- Liberty Evangelical Free Church is not responsible for lost items. Dressing rooms must be left clean and in the same condition as when entered.
- The nurseries are not to be used as dressing rooms, to prevent the unlikely event of pins becoming lodged in the carpet and causing injury to children or nursery attendants.

Sound System / Projection System

- You must have an approved operator from Liberty Evangelical Free Church run the sound / projection system for your wedding. Contact the church office for details.

Use of Church Facilities

- Rooms must be returned to their original arrangement and all items associated with their event removed immediately following the wedding and/or reception.
- There will be no alcoholic beverages, smoking, drugs or gambling in the building or ANYWHERE on the premises.
- No dances are allowed.
- Birdseed (not rice or confetti) will be permitted outside of the church, and you must have responsible people clean it up. Confetti and potpourri will not be permitted.
- No tables and chairs should be removed from the building. Other usage must be cleared and fee will be decided.
- If food is to be brought into the building (even in small quantities for the wedding party) do not set it up in any of the carpeted areas.
- Use of the offices, sound booth, library, and nurseries are not permitted.
- No item should be attached to the building walls, ceilings, woodwork, wood doors, floors or equipment that could leave permanent marks or damage (taping, stapling, thumbtacks, nails, or any kind of adhesive). Flowers, candles, etc. must have bases or stands to support them. Decorations such as streamers shall not be attached to the walls, chairs, or ceilings in a manner that will leave permanent marks.
- It is the church's expectation that all personal belongings, decorations, flowers, candles, etc. will be removed from the building immediately following the departure of the bridal party from the church.
- When the event is over, the church must be returned to the condition it was in when the party arrived. Please see the checklist attached to the rental fee form. If proper clean-up is not done, Liberty Evangelical Free Church reserves the right to bill you for clean-up services or deduct it from your Security Deposit.
- Any damages on the premises before, during or after the Rehearsal, Wedding or Reception will be deducted from the Security Deposit and/or become the responsibility of the Wedding Party.

Liberty Evangelical Free Church Wedding Form

Information form for weddings in Liberty Evangelical Free Church

MINISTER: _____

WEDDING DATE: _____ TIME: _____

REHEARSAL DATE: _____ TIME: _____

RECEPTION LOCATION: _____.

Bride Elect

Name _____

Address _____

Home Phone _____

Work Phone _____

Email _____

Groom Elect

Name _____

Address _____

Home Phone _____

Work Phone _____

Email _____

Please keep the church office informed of any address and/or phone number changes.

The information below may be filled in later as your wedding gets closer. If you do not know this information yet just leave this part blank.

Brides Parents _____ Phone _____

Grooms Parents _____ Phone _____

Florist _____ Phone _____

Photographer _____ Phone _____

Accompanist _____ Phone _____

Wedding Coordinator _____ Phone _____

Estimated Guests _____

I have read the document, **Policies and Procedures for Wedding – Related Events in Liberty Evangelical Free Church**, and will abide by the guidelines given therein.

Signature: _____

Date: _____