

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

Congratulations on your decision to be married! We are honored to celebrate this great moment with you. We want to do everything in our power to help you achieve a mutually enriching relationship expressed in a lifelong, constantly deepening commitment to each other.

WHO CAN BE MARRIED AT LIBERTY EVANGELICAL FREE CHURCH?

It is our mission to conduct a ceremony that reflects Biblical principles and sets a foundation for a Christian marriage. Liberty's Church bylaws state that Liberty Evangelical Free Church believes the only Scriptural marriage is between one man and one woman and that God intends marriage to last until one of the spouses dies. The scriptures also teach that cohabitation prior to marriage is not a part of God's design (Genesis 2:24, Matthew 19:8-9, Romans 1:26-27, Romans 13:13-14, 1 Cor. 6:9-11, 1 Cor. 7:10-11). Liberty will only perform ceremonies that reflect these Biblical specific guidelines and perception of marriage. If a pastor of Liberty Evangelical Free Church is not performing your ceremony, please provide the pastor's name and contact information. Pastors participating in the wedding ceremony must be pre-approved by Liberty Evangelical Free Church's Senior Pastor.

WHAT IS THE PROCESS FOR SECURING A WEDDING DATE ON THE CHURCH CALENDAR?

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.

- If you would like to take a tour of Liberty's facilities, stop by the church office Monday through Friday from 9:00 A.M. to 3:00 P.M. To schedule an appointment, please contact the church secretary.
- After you have chosen a wedding date, call or visit the church office. The earlier you begin this process, the better! Dates will be entered in the church calendar on a first come, first served basis. Please note that no wedding will be scheduled on Sundays or holiday weekends (New Years, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas) .
- 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.
- Upon approval of your selected date, the church's receipt of a completed "Information Form for Wedding in the Church", Pastor/Officiant approval, and the applicable deposit is paid, your wedding will be put on the schedule.

Wedding and Rehearsal Times

- It is the general policy that no authorization for use of the church will be made for Sundays or holiday weekends. Church decorations that are in place for seasonal celebrations (e.g. Easter, Christmas, etc.) will remain in place and will not be moved. The wedding party must accept the church as decorated.
- 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.

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.
- If food is 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.
- We provide basic facility items such as tables and chairs. Linens may be rented. Table service and decorations must be provided by the wedding party. Kitchen items may be used but must be cleaned and returned to their original location immediately following departure from the church.

Responsibilities after building use

- Return all tables, chairs, and other equipment to their proper places. Return all rooms used to their normal setup.
- 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.
- 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.
- Report any damage or stains to the Wedding Coordinator. 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.

BUILDING USAGE FEES:

Fees cover operational costs of the facility, including and staffing. Wedding fees are divided into two categories, depending on whether the bride or groom, or their parents are members of the church. A “non-member” refers to the bride or groom who is not a member of Liberty E-Free, nor are his or her parents. Payment of Building Usage fees is due when we book the wedding on the calendar. Payment for profession fees are to be paid on or before the day of the Wedding Rehearsal. Please see the wedding coordinator concerning the payment of fees. In the event of cancellation, the deposit and part or all of the fees are refundable up to two weeks before the wedding.

Building Usage Fee (Member).....\$100.00

The building will be available for you to begin set-up/decorating the day of the rehearsal at 9:00 am and will conclude 2 hours after the wedding ends. It is very important that you stay within the agreed time frame

Building Usage Fee (Non-Members)..... \$200.00

The building will be available for you to begin set-up/decorating the day of the rehearsal at 9:00 am and will conclude 2 hours after the wedding ends. It is very important that you stay within the agreed time frame.

Damage Deposit (Non-Members) \$200.00

\$200.00 damage deposit is to be paid at the time of booking to the church office. The deposit will be reimbursed, provided there has been no damage incurred to the facilities, all fees have been paid, and the building is left in proper order and all personal belongings, decorations, etc. were removed following the ceremony/reception.

Table Cloth Rental..... \$5 a tablecloth

Please return all tablecloths to Liberty E-Free cleaned by the Monday following the wedding.

PROFESSIONAL FEES:

Wedding Director..... \$75.00

Wedding Directors are required for all weddings at Liberty. She will be the main person to communicate with concerning rental policies, contacting personnel (janitor, AV/Sound, Pastor/office staff) and oversees the teams, controlling the heating/cooling and lights, opening and locking up the facility, and being on-site the day of the wedding in case of emergency or questions.

Liberty E-Free Pastor/Officiant \$300.00

Includes consultation, premarital counseling, preparation and administration of the service.

Sound Technician \$100.00

For up to 5 hours. \$20 per hour after 5 hours.

Sound Technicians are required for all weddings at Liberty (which require microphones, speakers, etc.). The Sound Tech will also need to be consulted/hired at the Rehearsal. If instruments and/or equipment needs to be moved and/or removed from the stage, the Sound Technician will need to be there to supervise this process. The Wedding Director will schedule a Technician.

Audio Visual Tech/Stage Lighting Tech \$40.00

For up to 2 hours. \$20 per hour after 2 hours.

AV/Lighting Technicians are required for all weddings at Liberty (AV, lighting, etc.). The Wedding Director will schedule a Technician.

Custodian \$200.00

Custodians are required for all weddings at Liberty. He/She will prepare the facility and clean them following the wedding.

Liberty Evangelical Free Church Wedding Information Form

Must be completed and returned to the church office to start the approval process for a wedding.

Wedding Date: _____ Time: _____

RECEPTION at Liberty? Yes No Estimated # of Guests _____

Rehearsal Date: _____ Time: _____

Liberty Church members: Bride Groom
 Mother/Father of the Bride Mother/Father of the Groom

Bride Elect

Name _____

Address _____

Home Phone _____

Work Phone _____

Email _____

Brides Parents _____

Phone _____

Groom Elect

Name _____

Address _____

Home Phone _____

Work Phone _____

Email _____

Groom Parents _____

Phone _____

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.

Minister: _____ Phone: _____

Wedding Coordinator (include phone number) _____

Florist (include phone number) _____

Photographer (include phone number) _____

Accompanist (include phone number) _____

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: _____

FOR OFFICE USE ONLY

	Members	Non-Members
<u>BUILDING USAGE FEES</u>		
Building Usage	100.00	200.00
Damage Deposit	0.00	200.00
<i>Due when we book the wedding on the calendar</i>	100.00	400.00

Date paid: _____ Ck#: _____

<u>PROFESSIONAL FEES</u>		
Wedding Director	75.00	75.00
Pastor	300.00	300.00
Sound Technician	100.00	100.00
AV Technician	40.00	40.00
Custodian	200.00	200.00
<i>Due on or before the day of the wedding rehearsal</i>	715.00	715.00

Date paid: _____ Ck#: _____