

**Weddings at
Westerville Community United Church of Christ**

Congratulations for deciding to join your lives, hearts and souls in Christian marriage. The wedding service at Westerville Community United Church of Christ (WCUCC) is a service of worship of God. We rejoice that you have chosen to consecrate your love by offering your vows before God at WCUCC. The following information is meant to provide helpful information as you begin the planning journey.

Who May be Married at WCUCC

Weddings at WCUCC are available for members, their families, and non-members. In order to be considered a member, the couple or the parent(s) of the couple must be participating members at WCUCC for six months prior to the date the deposit is provided.

Reserving the Church

The couple, and their families, should contact the church office to discuss reserving a wedding date. All weddings must comply with the WCUCC Building Use Policy, attached. Dates must be reserved through the church office. Dates cannot be finalized until a WCUCC pastor is contacted and confirms availability, or otherwise provides approval. Wedding rehearsals should also be reserved at this time.

Fees

The prices listed below include building use and honoraria for pastors, accompanist, audio visual and wedding liaison.

Members	\$800
Non-Members	\$1500

All weddings require a \$100 non-refundable deposit due at the time the wedding date is reserved. All weddings must comply with the WCUCC Building Use Policy. Total payment is due to the church office two weeks prior to the date of the wedding.

Officiating Pastor

The service will be conducted by a pastor at WCUCC as available. Other clergy may be used at the discretion of the pastoral team at WCUCC.

Premarital Counseling

We believe that Christian marriage is a lifetime of joy, but that joy comes through caring, understanding, communication, and self-giving devotion to one another and to God's plan through good times and bad. To help you prepare for a lifetime of joy, WCUCC requires you meet with the officiating pastor for premarital counseling. The number of times you will need to meet will be determined by the pastor. These appointments can be made directly with the officiating pastor.

Wedding Liaison

WCUCC provides a wedding liaison to assist the couple as they plan their ceremony at WCUCC. The liaison is a member of the church who is familiar with the facilities and wedding services at WCUCC. This person will work with the pastor to ensure the planning process is progressing on schedule. Once a date is reserved and the pastoral staff confirms, the wedding liaison will reach out to the couple. Approximately two months before the wedding, unless other arrangements have been made, the liaison will arrange for the couple to see the sanctuary and facilities. The liaison will be present at the rehearsal. All bridal party arrival and departure times should be arranged with the wedding liaison in advance.

On the day of the wedding, the wedding liaison will be on site with the wedding party to ensure that everything is ready and to review procedures. The liaison can assist with flowers, manage any day-of emergencies, help with scheduling and with the bridal party entrance. If you have any special requests, please be sure to discuss these with the wedding liaison well in advance of the service.

Rehearsal

The wedding rehearsal is usually held the evening before the wedding and typically lasts one hour. The couple should bring the wedding license to the rehearsal and give it to the officiating pastor. This is a time when the entire wedding party can become familiar with the wedding service. Because the rehearsal serves as a practice for the service, it is important that everyone taking part in the wedding service attend the rehearsal.

Music

The pianist and pastor can serve as resources to help you choose music to enhance your service. It is standard policy to provide our regular pianist for weddings at WCUCC. The pianist will be available to meet with you to discuss your musical selections, and can assist by offering suggestions. If a couple chooses to use their own musician, it requires prior approval from the pastoral team.

Audio Visual

A WCUCC audio visual specialist is provided. This person will control the microphones and speakers during the service. It is recommended that the sound system is used, as it is a large sanctuary. This is included in the wedding support fees. Any special audio-visual needs must be discussed with the pastor in advance, and require approval. Any costs associated with such special requests are not included in the aforementioned fees.

Flowers & Decorations

Flowers are a beautiful way to enhance a wedding ceremony. The placing of flowers and other decorations in the church must be done with care, especially on the altar. All décor should be shared with the wedding liaison during the planning phases. Decorations must not be taped to any surfaces, as it could cause damage when removed. If used, aisle runners must be provided by the couple. Rearranging of the church is discouraged and requires approval from the WCUCC pastoral team. Only church personnel may move furniture in the sanctuary. Please consult with the wedding liaison should the florist need access to the church prior to the arrival of the wedding party.

Candles are permitted only on the altar of the sanctuary. If a unity candle is desired, it is the responsibility of the couple to provide it and any holders. No other candles are permitted in the sanctuary. All flowers and decorations must comply with the WCUCC building use policy.

Photography & Videography

Because the wedding ceremony is a worship service, we ask for your cooperation and the cooperation of your photographer in making it a sacred occasion. Please discuss these policies, in advance, with your chosen photographer.

Wedding pictures may be taken before and after the ceremony, as desired. For pictures after the ceremony, please plan accordingly for guests to depart the sanctuary. Please schedule any pictures in advance of the ceremony to leave plenty of time before the arrival of guests.

Pictures during the ceremony are permitted as long as they do not become a distraction. Flash photography should not be used during the wedding ceremony, which begins when the prelude music ends. Pictures may be taken from the A/V loft during the ceremony if the photographer has made prior arrangements with the wedding liaison to do so.

Videography is permitted as well, but should be done in a way that is not disturbing to the guests and participants. Videography can be set up in the A/V loft. Please consult with the wedding liaison during planning to arrange this.

Photographers and videographers should be unobtrusive throughout the ceremony. The wedding liaison can consult with the photographer for ideal places for pictures during the ceremony. The photographer and/or videographer should not be at the front of the sanctuary during any part of the ceremony.

Our pastors and other professionals will work with you to prepare a Christ-centered service worthy of the occasion. Our staff, as faithful representative of God, seeks to provide guidance and assistance as you plan your wedding here. Our prayer is that you will love and honor each other all the days of your life and find fulfillment and happiness in Christ's ever-widening circle.

If you have any questions about the information provided herein, or to schedule a tour or meeting with our pastoral team, please contact the church office at (614) 882.7056.

Westerville Community United Church of Christ

Building Use Policy Rules and Regulations

- A. Proof of liability insurance is required for all Group B events, unless explicitly waived by WCUCC.
- B. Activities or actions contrary to the mission and values of WCUCC as a place of Christian worship will not be tolerated.
- C. Church members and guests and all other users of the facility are expected to take all steps required to protect Church property from unnecessary wear and tear.
- D. Rooms are to be left clean and returned to their original condition after programs or activities. Trash should be bagged and deposited in the dumpster outside of the church building.
- E. No activities are allowed that directly or indirectly involve participating in or intervening in any political campaign on behalf of, or in opposition to, any candidate running for an elective office or any election- or legislative-related issue.
- F. Non-Church fundraising is not permitted without approval of the Board of Trustees or its designee.
- G. All food and drink must be confined to the Fellowship Hall, Christian Education areas and Kitchen area.
- H. Alcohol is not permitted anywhere in the building, including entryways, or on the grounds of the Church. Exceptions may be made for Church programming.
- I. Smoking is not permitted anywhere in the building, including entryways.
- J. Weapons and illegal substances are not permitted anywhere on WCUCC property, which includes the entire building, including entryways, and the entire grounds, including parking lot.
- K. Non-Church usage of the building and grounds should be limited to the hours between 8:00am and 10:00pm.
- L. The piano in the main sanctuary is not to be used, moved, or have anything placed on it without prior written approval of the WCUCC Board of Trustees, or its designee.
- M. All lights used for an activity or program must be turned off and windows and all doors must be closed and locked before leaving the Church building.

- N. The nursery is reserved for Church programming and is not to be used during the room use agreement period.
- O. Users and their guests who use the building and grounds of WCUCC do so at their own risk and are solely responsible for the security of themselves, their guests and their possessions. WCUCC does not provide security for, nor does it any way assure, the safety of an individual or group using the grounds, building and facilities of WCUCC. WCUCC does not assume, nor is it responsible for lost items, theft or damage to personal property owned by individuals or groups using the grounds, building, and facilities of WCUCC.
- P. WCUCC may, at its sole discretion, waive any policy requirements and Rules and Regulations contained herein. Such waiver shall be made by WCUCC Church Council, the Board of Trustees, or its designee. Such exceptions shall be noted in the *Room Use Agreement*.

Westerville Community United Church of Christ

Short Term Building Use Agreement

This Room Use Agreement form (the "form") is for any group or program that wishes to use the facilities of Westerville Community United Church of Christ ("WCUCC"). Submission of this form does not guarantee the reservation of the facility. The facility space is not guaranteed until the Board of Trustees, or its designee, approves the request. Upon approval, all applicable fees are due to the Church Office at least one (1) week prior to the event. If you wish to reserve a date and time more than three (3) weeks in advance, a \$50 non-refundable deposit is due upon the approval of this form. This fee will be applied towards the total fee that is due one week prior to the event. All Room Use Agreement forms are subject to the WCUCC Building Use Policy.

Group or Event Name: _____

Purpose of Event: _____

Contact Name: _____ Phone: _____

Email: _____ Alt. Phone: _____

Address: _____ City, State, Zip: _____

Church Member Sponsor (if different from contact): _____

Date of Event: _____ Time: _____ Expected Attendance: _____

Room(s) requested: _____

Special Setup/Requests: _____

* The fee for not returning the key is \$200. Any additional fees to be charged will be communicated to the contact name on this form.

As a custodian of WCUCC property, I agree to protect, indemnify and hold harmless WCUCC from any and all loss, costs, damage or expense, arising from our use of the premises or from any accident or other occurrence on or about these premises, causing injury to any person or property and will protect, indemnify and hold harmless the Ohio Conference and WCUCC from any and all claims, costs or expenses arising from any failure of the named custodian in any respect to comply with and perform all requirements and provisions agreed to and outlined in the WCUCC Building Use Policy and required by law or ordinance, during the period of occupation. The church facility may be unavailable for your use in the case of special religious events. The church will attempt to provide as much advance notice as possible. By submitting this request, I agree to the terms and conditions listed above and in the Building Use Policy.

Signature: _____ Date: _____

For WCUCC Use Only:

Group Type: A B

Total Fees for Rental: _____ Date Deposit Received: _____ Not Required

Date

Approved By: _____ Approved: _____

Payment: CC

Total Fees Received: _____ Date Received: _____ Check # _____ Staff Initials: _____

Date Key Distributed: _____ Date Key Returned: _____ Staff Initials: _____

Damage or Non-returned Key Fees Charged: _____ Date Charged: _____ Staff Initials: _____