



## **WEDDING GUIDELINES FOR MEMBERS**

1. Weddings must be scheduled in advance with the pastor and church office.
2. The Events Coordinator will discuss all special needs such as furniture arrangement, sound equipment, musical equipment, and decoration as well as the implementation of the following guidelines.
3. The Events Coordinator will schedule the rehearsal, typically the night before the wedding.
4. No alcoholic beverages or tobacco products are to be used on the premises.
5. No firearms are allowed on the premises.
6. Dripless candles **only** are to be used in the church.
7. All rooms and equipment must be cleaned immediately after use. This includes vacuuming rooms and halls, wiping tables and counters, emptying trash, and cleaning restrooms. All equipment must be returned to its original location. **NOTE: For a \$250 fee, ALC will clean the facilities.** This fee DOES NOT include removing wedding equipment & decorations or restoring furniture & equipment to its original location.
8. The name and phone number of the person (other than the bride or groom) who will be responsible for cleaning must be provided in advance.
9. All decorating and reconfiguring or moving of furniture, equipment, and accessories must be approved in advance. All furniture, equipment, and accessories must be arranged as they were before the wedding.
10. No marks or holes should be made on the walls or furniture.
11. The wedding party is responsible to make arrangements for musicians.
12. If the sound system is to be used, the wedding party is responsible to arrange for the services of a **church-approved sound technician**. A list of approved technicians may be obtained from the church office. **NOTE: A \$100 fee will be charged to compensate the sound technician for attending the rehearsal and wedding.**
13. The bride and groom are responsible for any damage to the building or its contents.
14. The church is available only during the times that are mutually agreed by the wedding party and the church.

15. If delivery of equipment, flowers, or other items is required, a member of the wedding party must arrange to receive them and store them in an approved area.
16. The church is not responsible for any item left on the premises, including rental property.
17. No food or drink is allowed in the sanctuary.
18. Receptions must meet certain requirements and must adhere to the Policy for Using ALC Facilities. Note: No receptions can be held in the Worship Center.
19. Wedding apparel should be modest. The wedding party should observe all holiness standards of the church, including those regarding outward appearance. The pastor may grant partial exceptions for participants who are not church members.
20. The ceremony, including all songs, poems, readings, slide shows, and prayers, should be coordinated in writing. The written plans should be given to the wedding coordinator at least two weeks in advance for preparation and approval by the pastor.

## **WEDDING AGREEMENT FOR MEMBERS**

I agree to the Wedding Guidelines for the use of Abundant Life Church. I agree to be responsible for any damages to the facilities, equipment, furnishings, or other property of Abundant Life Church resulting from the wedding or the wedding party.

The wedding will take place on \_\_\_\_\_ (date) at \_\_\_\_\_ (time).

The rehearsal will take place on \_\_\_\_\_ (date) at \_\_\_\_\_ (time).

\_\_\_\_\_  
Representative of Wedding Party

\_\_\_\_\_  
Representative of Abundant Life Church

Technician Fee of \$100 due on \_\_\_\_\_.

Cleaning Fee (optional) due on \_\_\_\_\_.