



URBANA UMC

Wedding

PACKET

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What Forms to Fill Out:

Wedding Only - Fill out pages 9, 10, 11, 13, 14

Wedding and Reception - Fill out pages 9-14

Reception Only - Fill out pages 12, 13, 14

Intoduction

We are delighted that you are considering having your wedding at Urbana United Methodist Church (UUMC). We wish to offer the full benefit of the Church's ministry to its members and to non-members in the community who are contemplating marriage. A wedding is a sacred occasion and a service of worship.

As a part of this Wedding Packet, you will find all UUMC's Wedding Policies and Procedures, as well as forms and fee information. It contains everything necessary to reserve your wedding date on the church calendar and help you to plan your special day.

Procedure to Book Your Wedding

All wedding requests come in to the church office. After checking on the availability of the church and the pastor (if applicable), the Church Office Manager will direct the request to the Wedding Coordinator.

The Wedding Coordinator will contact the Bride/Groom to confirm the date(s) and general information, discuss fees, arrangements and needed support staff.

Your date(s) will not be reserved until the previous steps have been taken and you have paid the 50% non-refundable deposit fee.

Scheduling Policy

Members and non-member couples may reserve the facility up to one year in advance. Only one wedding will be scheduled per weekend.

Location & Parking

Urbana United Methodist Church is located at 238 N. Main St. in Urbana, Ohio on the corner of Main and Church streets. The main parking lot is located on the Church St. side of the building. There is a secondary lot on the southwest side of the church behind the Mason's building. Street parking is also available. Orange cones are available to put out in front of the church to reserve parking for the "get away car".

Minister

The wedding ceremony will be conducted by the Lead Pastor of UUMC. An outside minister may conduct the service. Compensation of an outside minister needs to be negotiated with that person separately. *If you have your own minister they must make contact with our minister to make sure that pre-marital counseling is handled.*

Pre-marital Counseling

Pre-marital counseling is mandatory for all couples married at Urbana UMC and must be completed before the wedding date. Because marriage is a life-long commitment, we believe that churches have a responsibility to help prepare marrying couples to responsibly face the challenges of what it means to be married.

If you have any questions, please call the church office (937) 653-3741. **If you have your own minister they must make contact with our minister to make sure that pre-marital counseling is handled.**

Wedding Coordinator

You will be assigned a Wedding Coordinator who will be able to assist you during the wedding ceremony and the rehearsal. This person's role is to help make your wedding go smoothly, answer questions on etiquette, tradition and church policies, as well as work with the pastor to help you customize your ceremony.

Fees include a maximum of 6 hours of service from your wedding coordinator (rehearsal and wedding ceremony). If you require more hours, an additional fee will be added.

Specific Duties (Wedding & Rehearsal):

- Provide a tour of the church so that you are familiar with the building facilities.
- Answer any questions you have pertaining to the church facilities for your wedding.
- Set up custodian, sound technician and organist (if applicable).
- Offer insights to the couple with sanctuary decorations.
- Help keep the rehearsal flowing smoothly.
- Be the first one at the church on the wedding day to unlock all necessary doors and turn on lights.
- Place cones out front to save parking place for couple's vehicle.
- Make sure altar table is set up properly.
- Make sure all candles will light.
- Help line up attendants in the front of the sanctuary during the rehearsal and on the day of the wedding.
- Make sure the ushers know how to seat the guests.
- Make sure the ushers know how to light the candles.
- Help make sure wedding starts on time.
- Help wedding party depart the church.
- Work with the custodian to get the church cleaned up.
- Put cones away.
- Lock the church.

Specific Duties (Reception Only):

- Unlock/Lock the church
- Answer any questions you have pertaining to the church facilities for planning purposes.
- Set up custodian and sound technician (if applicable)

Custodian

A custodian will be assigned to provide cleanup after the wedding. He/she will make sure that the facilities to be used are clean and in order prior to the wedding. Following the wedding, the custodian is only responsible for vacuuming or sweeping the floors in the rooms used and returning the facilities to normal church set-up. Please remove all of your personal items as soon as possible after your service and/or reception so that clean up may begin. Everything you bring in for the wedding (decorations, food, personal items, etc.) needs to be removed by you immediately after the wedding/reception. Anything left will be discarded unless previously communicated to the Wedding Coordinator.

Rehearsal

The rehearsal is vital to a smooth, meaningful ceremony the day of your wedding. Your rehearsal should be scheduled at the time your wedding reservations are made. Wedding rehearsals are normally scheduled at 5:30 pm the Friday before your wedding. For your planning, please be aware that the rehearsal takes approximately one hour. You will want to have the following members of the wedding party present: Bride, Groom, Father of the Bride, Bridesmaids, Groomsmen, Flower Girl, Ushers, etc. Parents and grandparents may also want to attend to know how and when they will be seated. Rehearsals should begin promptly at the time scheduled.

Marriage License

The Marriage License should be delivered to the church office manager the week of the wedding so that it can be prepared and returned to you the day of the wedding.

Decorations

- Unity Candles can be used. You or your florist will provide this. You are also responsible for a table covering to keep the candle wax off the altar table.
- An aisle runner, if used, would need to be 100 – 130 feet long. (100 feet from sanctuary entrance to the bottom of the steps that lead to the altar, 130 feet from sanctuary entrance up to the steps to the altar).
- A stand or table is available for the guest book.
- Pew bows can be used.
- Rose petals may be dropped.
- Birdseed may be thrown outside on the front steps only. No rice can be thrown. Bubbles and balloons can be used. No sparklers are allowed.

Sound & Lighting

It is our policy that only trained personnel of our church may operate our sound and lighting equipment. This service is included in the wedding fees.

Music

An organist is available upon request. You will need to meet with him/her to discuss musical selections.

If you are considering using a vocalist, arrangements need to be made with our trained personnel for sound coordination.

Deliveries

Any deliveries related to your wedding must be approved by your Wedding Coordinator to ensure the church is unlocked and available to receive deliveries.

Elevator

Our church has an elevator entrance located on the Church Street side of the building.

Dressing Rooms

The ladies will dress in the church Parlor. There are blinds on the side windows by the doors that can be lowered. There are a lot of windows for natural lighting. Your Wedding Coordinator will have a Wedding Necessity Kit (i.e. safety pins, band-aides, bobby pins, needle & thread, etc.).

The men will dress in The Hub, on the lower level of the church.

Security

Please be aware that the church is open during weddings and the possibility exists that thieves pass through unnoticed. Therefore, be careful with your valuables. **The church cannot be held responsible for your personal items if lost, stolen or damaged.**

Facilities

Sanctuary Seating:

- Capacity is 275
- There are 16 pews and 16 rows of chairs
- If additional seating is needed, the Choir Loft is available for approx. 30-40 people

Alcoholic Beverages

No alcoholic beverages or use of non-prescription, controlled substances are permitted on church property. The use of alcohol at the Church will result in the immediate termination of your wedding at the Church by the Pastor.

Smoking

Smoking or use of tobacco products is prohibited on church property.

Firearms

No weapons are allowed on the premises unless you are a police officer.

Food

The Kitchenette (next to the Parlor) is available if food would like to be brought in. If items are left in the Kitchenette after the wedding, they will be disposed of.

Fee Schedule and Payments

50% of your total fee is due to reserve the church. This deposit is non-refundable. The remaining fees are due one month prior to the wedding date.

For the fee breakdown, please see page 13. All payments should go through the church office. If paying with a check, make it payable to UUMC.

Receptions at UUMC

Our largest gathering space, The Core, is available for wedding receptions for an additional fee. The Core is located on the top level of the church.

- Capacity is ~160
- 20, 5' round tables (6-7 per table)
- 5, small black café tables (3-4 per table)
- 2, 8' rectangular tables that can be used for the head table or add'l seating
- 120 padded chairs

Kitchen

A kitchen is available for caterers to use for setting up. The caterer must bring all food items prepared in appropriate self-contained equipment, as the kitchen is not available for food preparation. The caterer or wedding party must supply all serving utensils, dishes and equipment. The caterer is responsible for all kitchen clean up, including taking their trash to the dumpster located in our back parking lot.

Sound

Audio and visual equipment is available in the Core upon request. Equipment is ONLY to be operated by trained members of UUMC. A fee will be applied for this service. This is also required when a DJ is present.

Restrooms

Two restrooms are located on the same level as the Core.

Set-up/Tear-down

Set-up: Set-up of tables, chairs, etc. is your responsibility. Set-up time must be approved by the Wedding Coordinator to avoid any scheduling conflicts.

Tear-down: Everything you bring in (decorations, food, personal items, etc.) needs to be removed by you immediately after the reception so the custodian can begin cleanup. Anything left will be discarded unless previously communicated to the Wedding Coordinator.

Custodian

A custodian will be assigned to provide cleanup after the reception. He/she will clean the floors, take out any remaining trash and return the facilities to the normal set-up.

WEDDING REGISTRATION FORM

Wedding Date: _____ Time: _____

Rehearsal Date: _____ Time: _____

Pastor's Name & Church (if not UUMC): _____

Number of Guests Expected: _____

Will the reception be at Urbana UMC? Yes No (If yes, fill out page 12)

If yes, who will cater your reception? _____

BRIDE'S INFORMATION

Name: _____ UUMC Member/Regular Attender

Address: _____ Non-Member

City: _____ State: _____ Zip Code _____

Home Phone: _____ Cell: _____

Work Phone: _____ Email: _____

GROOM'S INFORMATION

Name: _____ Member/Regular Attender

Address: _____ Non-Member

City: _____ State: _____ Zip Code _____

Home Phone: _____ Cell: _____

Work Phone: _____ Email: _____

Address after the wedding: _____

Phone after wedding: _____

I have read the general information, policies and procedures and will honor the rules and requests stated in this Wedding Packet.

Bride's Signature: _____ Date: _____

Groom's Signature: _____ Date: _____

WEDDING COORDINATOR'S GUIDE

Please fill out the following questions (with assistance from the Wedding Coordinator) before the wedding rehearsal.

in Bridal Party _____

Maid of Honor: _____

Bridesmaids: _____

Best Man: _____

Groomsmen: _____

Flower Girl: _____

Ring Bearer: _____

Photographer: _____

Pictures will be taken: Before During After

Florist: _____

Who will be doing the decorating? _____

What time will you need in to the church to decorate? _____ time _____ date

Are you using: Aisle Runner Unity Candle Wedding Program

Will there be special music? No Yes CD Piano Pianist Needed

Where would you like to put the guest book? Stand Table

How many rows of reserved family seating will you need on each side? _____

Would you like traffic cones to be: In front of the church (Main Street)
 On the side of the church (Church Street)

AUDIO AND SOUND INSTRUCTION GUIDE

If you plan on having soloists, recorded music, slide shows or anything else during your wedding ceremony that includes the use of UUMC audio equipment, please write as many details as possible below so the sound technician for your wedding can be prepared. Include the number of microphones needed, the music lineup, etc.

Please provide this sheet to your Wedding Coordinator AT LEAST two weeks prior to your wedding date.

WEDDING RECEPTION GUIDE

Please review page 8 and fill out the following questions accordingly (with assistance from the Wedding Coordinator) at least two weeks prior to your reception.

The fees for having a wedding reception at Urbana United Methodist Church include the use of the entire third floor which includes The Core, the kitchen and two restrooms. The third floor is accessible by elevator.

Contact Name: _____

UUMC Member/Regular Attender Non-Member

Mailing Address: _____

Phone Number: _____ Email: _____

Reception Date: _____ Start Time: _____ End Time: _____

Set-Up Date*: _____ Start Time: _____ End Time: _____

**Approval from the Wedding Coordinator is required to schedule your set-up time. Four hours max set-up time allowed.*

Number of Guests Expected: _____

How many tables and chairs you need? _____

Who is your caterer? (if applicable) _____

Will you need a sound technician to run the audio equipment? ____ Yes ____ No

IF YES, please give a description below of all services needed - such as slide show, sound system for music, microphones, etc. Also, indicate if you will have a DJ present.

FEES AND PAYMENT

A 50% non-refundable deposit is due when submitting these forms to reserve the church for your wedding/reception. The remaining 50% is due one month prior to the event date.

UUMC MEMBER FEES	NON-MEMBER FEES
<p><u>Wedding Fee</u></p> <p>_____ \$250 Wedding Package <i>(Includes Ceremony and Rehearsal)</i></p> <ul style="list-style-type: none"> • No Facility Usage Fee • \$75, Custodian Fee • \$75, Sound Tech Fee • \$100, Wedding Coordinator Fee, Max. 6 hrs <p>_____ \$235 UUMC Pastor (optional)</p> <p>_____ \$200 Organist (optional)</p> <p>_____ \$20/hr Addt'l Wedding Coord. Fee (If more than 6 hrs is needed, indicate here.)</p> <p><u>Reception Following Wedding</u></p> <p>_____ \$100 Wedding Reception Fee</p> <ul style="list-style-type: none"> • No Facility Usage Fee <li style="padding-left: 20px;">- Includes 3 hours of set-up time • \$100, Custodian Fee <p>_____ \$80 - Sound Tech, Max. 4 hours</p> <ul style="list-style-type: none"> • REQUIRED if utilizing any audio equipment <p><u>Reception Only (No Wedding at UUMC)</u></p> <p>_____ \$150 Wedding Reception Fee</p> <ul style="list-style-type: none"> • No Facility Usage Fee • \$50 Wedding Coordinator Fee • \$100, Custodian Fee <p>_____ \$80 - Sound Tech, Max. 4 hours</p> <ul style="list-style-type: none"> • REQUIRED if utilizing any audio equipment <p style="text-align: right; margin-top: 20px;">_____ = TOTAL</p>	<p><u>Wedding Fee</u></p> <p>_____ \$450 Wedding Package <i>(Includes Ceremony and Rehearsal)</i></p> <ul style="list-style-type: none"> • \$200, Facility Usage Fee • \$75, Custodian Fee • \$75, Sound Tech Fee • \$100, Wedding Coordinator Fee, Max. 6 hrs <p>_____ \$235 UUMC Pastor (optional)</p> <p>_____ \$200 Organist (optional)</p> <p>_____ \$20/hr Addt'l Wedding Coord. Fee (If more than 6 hrs is needed, indicate here.)</p> <p><u>Reception Following Wedding</u></p> <p>_____ \$275 Wedding Reception Fee</p> <ul style="list-style-type: none"> • \$175, Facility Usage Fee <li style="padding-left: 20px;">- Includes 3 hours of set-up time • \$100, Custodian Fee <p>_____ \$80 - Sound Tech, Max. 4 hours</p> <ul style="list-style-type: none"> • REQUIRED if utilizing any audio equipment <p><u>Reception Only (No Wedding at UUMC)</u></p> <p>_____ \$350 Wedding Reception Fee</p> <ul style="list-style-type: none"> • \$200, Facility Usage Fee • \$50 Wedding Coordinator Fee • \$100, Custodian Fee <p>_____ \$80 - Sound Tech, Max. 4 hours</p> <ul style="list-style-type: none"> • REQUIRED if utilizing any audio equipment <p style="text-align: right; margin-top: 20px;">_____ = TOTAL</p>

OFFICE USE ONLY			
PAYMENTS			
50% Deposit Due = _____	Date Paid _____	Check # _____	Cash _____
Balance Due = _____	Date Paid in Full _____	Check # _____	Cash _____
Pastor: _____	Ck# _____	Date: _____	
Wedding Coord.: _____	Ck# _____	Date: _____	
Custodian: _____	Ck# _____	Date: _____	
Sound Tech.: _____	Ck# _____	Date: _____	
Organist: _____	Ck# _____	Date: _____	

FACILITY USE AGREEMENT

The Urbana United Methodist Church (UUMC) considers its property and facilities as a gift from God to be used generously in the services of its members and others in the community. It is UUMC's desire to show hospitality to all. However, UUMC reserves the right to refuse any application for the use of the church facilities all applicants agree to hold UUMC harmless as a result of any refusal of an application. This document includes the policies, procedures, responsibilities and terms of agreement relating to the use of the UUMC property and facilities. These include the following:

- The individuals that sign the Facility Use Agreement form agree to hold harmless and indemnify UUMC with respect to any claim or loss, injury or damage because of negligence or wrongful performance of the user, including damage to the building furnishings, equipment or property.
- Any group using the church is expected to leave the facilities in the same condition as, or better than, they were found.

GENERAL GUIDELINES

- Smoking or use of tobacco products is prohibited on church property.
- No alcoholic beverages or use of non-prescription, controlled substances are permitted on church property.
- No weapons are allowed on the premises unless you are a police officer.
- In setting up of temporary displays, use bulletin boards, easels or display racks where possible. All displays must be dismantled upon completion of their use. We are NOT responsible for storage of any of these items or missing/damaged items that are left in our possession.

CANCELLATIONS

Cancellations shall be made with the church office as far in advance as possible. The notification shall be made in writing. Fees will be returned accordingly with the exception of the non-refundable deposit.

SECURITY

- The church is not responsible for the loss of any personal items. If an item is lost, you may check with the church office.
- Groups must restrict all activities to those assigned areas for which permission is given for use.

USE OF BUILDING, GROUNDS AND EQUIPMENT

- Church equipment, furnishings or kitchen items may not be removed from the premises.
- Users assume full responsibility for any damage to the facilities and equipment used. Users are responsible for the cost of fixing the damage and/or replacement of equipment.
- Food or drink may be served only in those rooms having kitchen facilities or those specifically permitted in the application.
- Special permission may be granted to use kitchen equipment including dishes, glassware and flatware providing the users have been instructed in the proper operation and cleaning of the dishwasher.
- Use of a caterer should be indicated on the application.

Signed by:

Bride:	<small>Please Print</small>	<small>Signature</small>	Date: _____
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Groom:	<small>Please Print</small>	<small>Signature</small>	Date: _____
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