

LeRoy First United Methodist Church Wedding Application for Building Use

Name of applicants: Groom: _____
Bride: _____

Date(s) Desired: 1st Choice _____ Hours _____
2nd Choice _____ Hours _____

Time of wedding ceremony: _____ Time of Reception: _____

Approximate Number who will attend _____

Will professional photos be taken? _____ Yes – hours _____ No

Will food be served at the event? _____ Yes _____ No

If yes, will food be catered? _____ yes _____ no

If yes, who will cater? Name _____ Address _____

Phone number _____

Church Area/Rooms Requested (Circle which ones):

Sanctuary Chapel Fellowship Hall Kitchen Restrooms

Library 2 Dressing Rooms 1 Dressing Room Other (Specify) _____

FEES APPLICABLE

\$ _____ for _____

\$ _____ for _____

\$ _____ for _____

\$ _____ for _____ TOTAL _____

\$ _____ for _____ CK# _____

(\$150.00 non-refundable if event is cancelled)

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LeRoy First United Methodist Church USAGE POLICY for WEDDINGS

Members and non-members using the church will pay the following mandatory fees (as they apply). All totals include building use, utilities and custodial fees.

Area requested:	member fee	non-member fee
Sanctuary	\$100.00	\$200.00
Fellowship Hall & kitchen	75.00	100.00
Chapel	50.00	100.00
Pastoral fee	150.00	250.00
Sound operator	25.00	50.00
Organist fee	100.00	100.00

1. **Non-members** are those not on our membership roll, who have not attended worship services a minimum of once per month for the past six months.

Members are those on our membership roll (can include bride/groom or their parents/step-parents) or those who are active constituents attending worship services a minimum of once per month for the past six months.

2. **The Wedding Application For Building Use must be approved** by the Trustees before persons can reserve a calendar date. Only the Trustees have the authority to wave or adjust fees.

3. Preference scheduling will be given to church members when more than 1 application for the same date is received within the same 10 day period. The Chairperson of the Trustees and the Pastor has the authority to make the decision about the scheduling of the wedding on short notice.

4. Following the approval, **a minimum of one-half of the total applicable fees is due. The balance is due one week prior to the event.** If the event is cancelled, \$150.00 of the deposit is non-refundable.

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5. **You are responsible for** set up and take down of tables, chairs and decorations. You are also responsible for general pick-up in areas used, including restrooms, hallways, nursery and dressing rooms.
6. **Extraordinary damages or breakage**, over and above normal usage and wear and tear, will be assessed by the Trustees and is payable promptly by the person signing the application.
7. **The use of birdseed, rice, sparklers or confetti** of any kind is prohibited on ALL church property.
8. **The use of tobacco of any kind and alcoholic beverages** is prohibited on ALL church property.

I have read the Usage policy and agree to abide by these rules
of the LeRoy First United Methodist Church Trustees. If there is breakage
or destruction of church property during this event, or if the rooms used are
not returned to reasonable order following this event, I agree to be the
responsible person who can be contacted to resolve problems and/or
damages or extra custodian cleaning to be paid, or repairs to be made.

Name _____

Street/P.O. Box _____

City, State, Zip _____

Phone _____

E-mail _____ Today's date _____

SIGNATURE REQUIRED: _____

(Section below to be filled in by Church Trustees and Pastor)

Action taken by Trustees for Use of Building: Date _____

_____ Approved _____ Disapproved

Trustees Signature: _____

Qualifications/Limitations/Instructions: _____

Pastor's Signature: _____

Wedding worksheet completed: date _____
