

Mount Pleasant United Methodist Church

919-929-8845

Wedding Policy

(Pastor must be consulted and church calendar noted)

I. Fees for use of the facilities

- A. No fee is charged for use of the facilities by church members or their immediate families. (Parents, Children, Grandparents)
- B. A minimum fee of \$500.00 will be charged for the use of the church facilities which include the sanctuary, educational building and shelter.
- C. A \$150 cleaning deposit for cleaning of the facilities will be required. The deposit will be reimbursed in full if facilities are satisfactorily cleaned by the wedding party as determined by the Trustees committee. If the facilities are not cleaned to the satisfaction of the Trustees committee, reimbursement of the deposit will be reimbursed on a prorated basis with a letter explaining the charges incurred for cleaning provided to the person/persons leasing the facilities.
- D. A representative of the Trustees committee is to receive all monies in advance of access to the church or the reservation being finalized.
- E. Refunds will be considered under the following schedule:
 - a. If cancellation of the event is made 60 days or more prior to the event-a full refund of deposit monies will made.
 - b. If cancellation of the event is made between 60 and 30 days prior to the event, a refund of 50% of the deposit monies will be made.
 - c. If cancellation of an event is made less than 30 days prior to the event, no refund of deposit monies will be made.

Note: All facilities are smoke-free.

II. Use of the Sanctuary

(Pastor and Worship Chairperson must be consulted)

- A. The Communion Table is to be left undisturbed. Offering plates may be removed and placed under the Table.
- B. Candles and Paraments may be used only on the Communion Table as placed. Other candles cannot be placed on the Table and Paraments cannot be moved to another location.
- C. Flowers may be used as desired, but cannot be placed on the Communion Table
- D. Flags and flower stands may be moved, but must be restored to the original location immediately following the service.
- E. Pulpit and Lectern cannot be moved.
- F. Thermostat must not be adjusted except by a knowledgeable church member.
- G. Petals from flowers must be removed from the carpet immediately following the service.

- H. Post-Service ceremonial items such as birdseed, must be kept outside the Sanctuary.
- I. Food and beverages must be kept outside of the Sanctuary. Alcoholic beverages are prohibited inside and outside of all church facilities.
- J. The wedding party is responsible for ensuring that the appearance of the Sanctuary is appropriate for Sunday worship. That is, all evidence of the wedding ceremony is removed.
- K. The wedding party is responsible for appointing a person to turn off all lights and locking up all facility doors. The name of this person should be given to the pastor.

Mount Pleasant United Methodist Church

919-929-8845

III. Use of the Fellowship Hall, Educational Building and Shelter

- A. Alcoholic beverages are prohibited inside and outside of all church facilities.
- B. Furniture displays may be moved as desired, but must be restored to their original locations following the event.
- C. The piano may be moved “carefully” as desired, but must be restored to its original location following the event.
- D. Attachment of anything to the walls or windows is prohibited. Tables cannot touch walls. Tape, staples, etc. cannot be used on walls or other surfaces.
- E. The thermostat must not be adjusted except by a knowledgeable church member.
- F. Kitchen may be used as needed, but must be cleaned and the furniture restored to its original location following the event.
- G. Sunday School rooms may be used for dressing, photos, etc. (no eating), but must be cleaned and properly organized immediately following the ceremony/event.
- H. Each wedding party is responsible for appointing a person to turn off all lights and lock up the facilities. The name of this person should be given to the pastor.

IV. Music in the wedding service

- A. The pastor reserves the right to delete or forbid any music deemed inappropriate from the service.

Wedding Party Agreement Signature _____

Persons liable for following the policy

Phone Number _____

Pastor's signature _____

Pastor signature only after review with of policy with above person

Trustee's Signature _____

Phone Number _____