



## **Congratulations!**

Your wedding will be one of the most special moments of your new lives together.

We want to help make your special day a beautiful, memorable occasion that will be cherished.

Please read the attached wedding packet. This packet is full of vital information and must be completed by initializing each page and requires both of your signatures. The wedding packet must be submitted to the Facility/Events Coordinator.

Your wedding date will not be considered as a reservation until:

1. The Building Committee gives approval,
2. The reserve the date fee of \$100 is paid,
3. And the damage deposit of \$250 has been received.

Acceptance/approval of your application by the Building Committee may take as long as but not more than 30 days.

A facility hostess will be assigned to you to connect with Mid-Cities staff and insure that everything runs smoothly.

May God bless you both as you prepare to enter the covenant of marriage.

**Carmyn Rodriguez** | Facility/Events Coordinator

Mid-Cities Church  
8700 State Highway 191  
Midland, TX 79707  
432.563.9444

His \_\_\_\_\_

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\_\_\_\_\_ Her

## **Pastoral Requirements for Weddings at Mid-Cities**

The couple must complete Mid-Cities' Marriage Prep class before the wedding invitations are mailed out. Completion is defined as attending 6 out of 7 sessions and fulfilling the mentor meeting. The couple may choose to participate in a comparable program at their church; however, we will need a written letter confirming that they have completed that course and a list of the sessions and topics they attended. Also, there is a Marriage Prep Agreement attached to this application that must be signed by both the bride and the groom.

Mid-Cities Pastors reserve the right to decide whether or not to perform or postpone their role in the wedding based on biblical criteria. Mid-Cities pastors must first approve all ceremonies which are to be performed by an outside guest minister.

Same gender marriages will not be performed.

Marriage license must be obtained a minimum of 72 hours prior to the ceremony and presented to the wedding hostess or minister at rehearsal.

Remarriages are permitted one year after a divorce is final. Each situation will be viewed on a case-by-case basis.

## **Policies & Procedures for Facility Use**

### **SCHEDULING**

Arrangements for wedding must be made well in advance with the church office. A minimum 30-day notice is required in order to allow sufficient time for facility and pastoral scheduling. Dates will only be confirmed for your ceremony upon receipt of the completed wedding application, the receipt of the required deposit, and approval by the building committee.

### **PLANNING TIMES**

Weddings will not be scheduled from Thanksgiving through New Years. Weddings also will not be scheduled on Sundays due to corporate worship. Friday evening weddings, receptions and pictures must be completed and all decorations must be removed from the building no later than 11pm. Saturday weddings, reception and pictures must be completed and all decorations removed from the building no later than 6pm. Saturday weddings must begin no later than 2pm if the reception is held at Mid-Cities Church. Saturday wedding must begin no later than 4pm if the reception is NOT at Mid-Cities. If this policy is not strictly adhered to by the wedding party, the \$250 Damage Deposit Fee will be forfeited.

## **Staff**

### **PASTOR**

We can provide a list of staff pastors who may be available to perform your wedding ceremony if you have completed the required pre-marital counseling course.

### **FACILITY HOSTESS**

A facility hostess will be assigned to you upon completion of the application. She will be your contact person throughout the planning period and will know policies and procedures concerning the facility. Any questions should be handled through your facility hostess. She will unlock and lock the facility and conduct the rehearsal in the event that the pastor is unable to attend. You should schedule a personal meeting with the facility hostess a minimum of one month before your wedding. The hostess will not act as a coordinator for your entire wedding, but she will be able to help with ideas that will help you plan.

### **SOUND AND LIGHTING TECHNICIAN**

Due to the complexity of our sound and lighting systems, only a Mid-Cities approved technician may be used for your rehearsal and ceremony.

### **MUSICIANS AND SOLOISTS**

You may select your own musicians provided they are familiar with the type of equipment available. Soloists may be selected at your discretion. It is required for all musicians and soloists to attend and participate in the wedding rehearsal.

### **CUSTODIAL STAFF**

Mid-Cities custodial staff will be responsible for providing a clean facility. The building will be ready for the wedding party at 12pm the day prior to the wedding. Any additional cleaning required due to decorating or the rehearsal will be the responsibility of the wedding party.

## **PHOTOGRAPHER/VIDEOGRAPHER**

You may select your own photographer and/or videographer. We recommend that flash photographs not be taken during the ceremony. A video may be created and shown before or during your ceremony by Mid-Cities video tech. The couple should provide a copy of the video to their hostess at least a week before the wedding, and bring the original to the wedding as a backup. An additional fee applies and requires 30 days notice.

**Note: small children who are disruptive will severely affect the sound quality of your video. You may want to consider asking guests to provide childcare for them.**

# General Requirements

## DRESSING ROOMS

A room for the bride to dress is located adjacent to the women's restroom in the Sanctuary foyer. Men may change in the men's restroom or come to the church already dressed. Please make sure all personal belongings are removed by 11pm Monday thru Friday and by 6pm on Saturday night. Otherwise, the Reserve Date Fee and the Damage Deposit will be forfeited.

**\*The church will not be held responsible for personal belongings or valuables.\***

## RECEPTION

As part of the facilities available for your wedding's reception is the Guest Central area. For Guest Central, there are 80 almond metal folding chairs, 9 (6') rectangle tables or 9 (5') round tables available for use. Any combination of 9 tables are available. If more are needed you may prefer to rent the tables and chairs from a rental store.

**\*If you choose City Center for your wedding reception, the amount of tables and chair will be different.\***

If using items from a rental store, please make arrangements with them to pick up their items, and inform your hostess of those arrangements before the wedding day. The church provides no linens. **No food or beverages, other than bottled water, are allowed in the Sanctuary.**

A watchful adult must accompany small children at all times.

Absolutely no alcoholic beverages are to be served or consumed on the premises. This includes the rehearsal dinner and reception. Non-alcoholic beverages serve beautifully in a champagne fountain and are a great alternative. No drugs or tobacco products of any kind are permitted in the building at any time. Failure to comply by the bride, groom, member of the wedding party, or family could result in cancellation of the rehearsal and/or the wedding. The bride and groom shall be responsible for communicating this information to their attendees and/or family members.

If you would like to have music played during your reception, please make arrangements with your facility hostess in advance. When making music selections, please remember that your wedding is a holy event and that lyrics should express not only your love for one another but also your honor for God.

## **DANCING**

You may have a dance as part of your reception if you so choose. Please remember to use discretion and propriety in the selection of your music and the type of dancing that will occur. As a good rule of thumb, "if in doubt, leave it out." A sound system is available for reception in Guest Central or City Center if you would like to have a recorded soundtrack played. Additional fees will be applied. If you choose to have a reception at Mid-Cities but decide not to employ Mid-Cities sound technician, you will need to make sure that your musicians have their own sound system and equipment.

## Facility Use Guidelines

- Furniture and accessories may not be moved or removed.
- Artwork and accessories must not be moved or removed from walls. Poster, banners, or other decorations may not be removed. You may want to revisit the church building prior to wedding date to see if any wall posters and/or banners are up.
- Artificial trees cannot be moved or removed.
- Mid-Cities staff will do all necessary movement of furniture or instruments only. Drums will not be removed from the platform.
- No food or drinks are permitted in the sanctuary. This includes snacks for small children and “sippee cups”. Individual bottles of water with lids are permissible.
- Any violation of this policy may result in the loss of your damage deposit.
- No unattended children are allowed in the Sanctuary, on the platform, backstage, or in the baptismal area at any time. If your guests will be bringing their children, please inform them of this restriction. This will help protect you from additional stress and save them the embarrassment of having their children corrected and brought back to them by a staff member or the facility hostess.
- No childcare rooms are available for use. A changing area is available in the women’s restroom in the Sanctuary facility, and in the men’s and women’s restrooms in The Box foyer.
- Nails, tacks, staples, pins, floral clay, duct tape, masking tape, or anything that will mar will not be permitted on pews, walls, woodwork, floors, or furniture. Only high quality painter’s tape may be used to secure or conceal cords on the floor.



- Failure to comply will result in the loss of your damage deposit.
- Metal encased candles are preferred. If candles are used, they must be in votive or hurricane glass containers. The carpeting should be protected by plastic sheeting under all candles.
- No fresh flowers may be used on any of the aisles. Petals contain natural oils, which will stain the carpet. Silk petals or fabric clipping are recommended. It is your responsibility to inform the florist of these restrictions.
- Please have someone designated after the ceremony to pick the petals off of the floor.
- Decorations are to be removed as soon as possible following the ceremony.
- Throwing of rice, confetti or plastic bells is not permitted. Sparklers are not permitted due to fire hazard. Birdseed or bubbles may be distributed and used outside the building only.

# Ceremony Guidelines

## WEDDING PARTY

It is the responsibility of the bride and groom to educate the bridal party (groomsmen, ushers, bridesmaids, maid/matron-of-honor, flower girl, ring bearer, junior bride/bridesmaids) about their roles and responsibilities of the wedding.

You may want to consider having young ring bearers and flower girls be seated after the bridal party is in place. Though their antics can be very cute, they can also be distracting or disruptive.

You should specify who escorts whom, who will be seated by whom, at what point they are to enter, what music is to be played at what point, where special lighting is to be used, etc. A list of attendants and their names should be provided to the hostess no later than one week before the wedding along with a copy of your order of service and vows.

We recommend taking most of your photos before the ceremony begins. Shots of the bridal party family members, special guests, groom with bridesmaids, bride with groomsmen can be taken in advance before the emotion (and possible tears) of the actual ceremony. Traditional photos of the bride and groom may be reserved for after the ceremony, but do remember your guests are waiting.

## CEREMONY MUSIC

Due to the complexity of our sound systems, only a Mid-Cities approved technician may play music through the system. You can submit your desired list of music for processional, recessional, or accompaniment for soloists to the sound technician to be played. Please include any special instructions on timing or length of songs. You should time the length of your selections to fit the entry and exit of not only your wedding party but also honored guests. The sound technician can repeat songs but it becomes redundant after two or three times. Playlist should be in the order the songs are to be played in order to eliminate delays in the ceremony.

## **REQUIRED PAYMENT**

Members of Mid-Cities who tithe (give 10% of their annual income to Mid-Cities) will be given full use of some facilities without a facility charge. It is our way of expressing appreciation for your commitment and faithfulness to the church.

Members shall be defined as the bride, groom, parent, grandparent, or guardian of the bride or groom.

A copy of your contribution statement will be reviewed. Those who attend or are non-tithing members will be asked to pay a facility charge based on community and national averages. Those wishing to be married in the sanctuary, who do not attend Mid-Cities, will be asked to pay the non-tithing rate.

One-half of applicable fees are due 60 days before the date of your wedding. The remainder is due 30 days before your wedding.

To make a payment, please fill out the Facility Rental/Wedding Payment form online. We do **NOT** accept cash or check.

## Wedding Non-Tithing Facility Fees

Sanctuary, Foyer, Guest Central, SR1, Small Kitchen, and City Center (includes Pastor, Facility Hostess, Light Tech, Sound Tech, Video Tech, and Custodian)	\$ 2,000
The Box, Box Foyer, and City Center (includes Pastor, Facility Hostess, Light Tech, Sound Tech, Video Tech, and Custodian)	\$ 1,800
Sanctuary, Foyer, SR1, Guest Central, and Small Kitchen (includes Pastor, Facility Hostess, Light Tech, Sound Tech, Video Tech, and Custodian)	\$ 1,600
City Center and Box Foyer	\$ 1,400
Guest Central, Foyer, SR1, and Small Kitchen	\$ 1,300
The Box and Box Foyer	\$ 1,300
Damage Deposit (refundable after event)	\$ 250
Reserve Date (non-refundable, may be applied to fees)	\$ 100

One-half of applicable fees are due 60 days before the date of your wedding. The remainder is due 30 days before your wedding.

### **SERVICE FEES** | Additional services available

Hostess at Reception	\$ 100
Vocalist/Soloist	\$ 100/hour rehearsal and ceremony included (only if Mid-Cities Worship Team is employed)
Musician for Guitar/Keyboard	\$ 150/hour rehearsal and ceremony included (only if Mid-Cities Worship Team is employed)
Sound Tech at Reception	\$ 50/hour
Custodial	Fees will vary per room

We hope this information will help answer most of your questions about using Mid-Cities for your wedding. Any additional information may be obtained through your facility hostess or the church office.

## Fees Worksheet for Wedding

Sanctuary, Foyer, SR1, Guest Central, Small Kitchen, and City Center	\$ _____
The Box, Box Foyer, and City Center	\$ _____
Sanctuary, Foyer, SR1, Guest Central, and Small Kitchen	\$ _____
City Center and Box Foyer	\$ _____
Guest Central, Foyer, SR1, and Small Kitchen	\$ _____
The Box and Box Foyer	\$ _____
Hostess at Reception/Comida	\$ _____
Vocalist/Soloist	\$ _____
Musician for Guitar/Keyboard	\$ _____
Sound Tech	\$ _____
Custodial	\$ _____
Damage Deposit (refundable after event)	\$ 250
Reserve Date (non-refundable, may be applied to fees)	\$ 100

## Wedding Tithing Member Facility Fees

Some Mid-Cities standard facility fees are waived for our tithing members.

### FEES

Sanctuary, Foyer, Guest Central, SR1, Small Kitchen, and City Center (includes Pastor, Facility Hostess, Light Tech, Sound Tech, Video Tech, and Custodian)	\$ 1,500
The Box, Box Foyer, and City Center (includes Pastor, Facility Hostess, Light Tech, Sound Tech, Video Tech, and Custodian)	\$ 1,400
Sanctuary, Foyer, SR1, Guest Central, and Small Kitchen (includes Pastor, Facility Hostess, Light Tech, Sound Tech, Video Tech, and Custodian)	\$ 1,300
City Center and Box Foyer	Waived
Guest Central, Foyer, SR1, and Small Kitchen	Waived
The Box and Box Foyer	Waived
Damage Deposit (refundable after event)	\$ 250
Reserve Date (non-refundable, may be applied to fees)	\$ 100

### SERVICE FEES | Additional services available

Hostess at Reception	\$ 100
Vocalist/Soloist	\$ 100/hour rehearsal and ceremony included (only if Mid-Cities Worship Team is employed)
Musician for Guitar/Keyboard	\$ 150/hour rehearsal and ceremony included (only if Mid-Cities Worship Team is employed)
Sound Tech at Reception	\$ 50/hour
Custodial	Fees will vary per room

# Tithing Member Worksheet for Wedding

Sanctuary, Foyer, SR1, Guest Central, Small Kitchen, and City Center	\$ _____
The Box, Box Foyer, and City Center	\$ _____
Sanctuary, Foyer, SR1, Guest Central, and Small Kitchen	\$ _____
<u>Waived Fees for Tithing Members</u>	
City Center and Box Foyer	\$ _____
Guest Central, Foyer, SR1, and Small Kitchen	\$ _____
The Box and Box Foyer	\$ _____
Hostess at Reception	\$ _____
Vocalist/Soloist	\$ _____
Musician for Guitar/Keyboard	\$ _____
Sound Tech	\$ _____
Custodial	\$ _____
Damage Deposit (refundable after event)	\$ 250
Reserve Date (non-refundable, may be applied to fees)	\$ 100

## Marriage Prep Agreement

We, \_\_\_\_\_ and \_\_\_\_\_ understand  
(GROOM) (BRIDE)

that Mid-Cities requires couples being married by a Mid-Cities pastor and/or at Mid-Cities to complete Marriage Prep classes. We also understand that failure to complete all steps of the program could result in the inability of having Mid-Cities and/or a Mid-Cities pastor for our wedding. Mid-Cities will be held harmless and not liable for withdrawing participation from our wedding if we do not complete these requirements.

We understand that the Mid-Cities Marriage Prep classes must be completed at least four weeks before our wedding. Marriage Prep is offered in Spring and Fall annually.

We understand that we must attend 6 of 8 marriage prep sessions and cannot send our wedding invitations out until completion of the course to fulfill the requirements of using a Mid-Cities pastor and/or facilities.

If you prefer to participate in your own church's pre-marital program, we will need a written letter confirming that you have completed that course and a list of the sessions and topics you attended. That program must be comparable to the topics covered at Mid-Cities. If not, we may ask you to attend select classes at Mid-Cities to fulfill this requirement.

Contact information regarding the pre-marital program you plan to participate in:

Church \_\_\_\_\_

Facilitator's Name \_\_\_\_\_ Phone \_\_\_\_\_

Our wedding day is planned for \_\_\_\_\_, which means our wedding invitations cannot be mailed until \_\_\_\_\_.



# Mid-Cities Wedding Application

Bride's Name: \_\_\_\_\_ Groom's Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

Church Membership: \_\_\_\_\_ Church Membership: \_\_\_\_\_

Marital Status (please circle one): Marital Status (please circle one):

Never Married      Divorced      Widowed      Never Married      Divorced      Widowed

Today's Date: \_\_\_\_\_

## REHEARSAL & WEDDING DATE

Every effort will be made to accommodate your first choice to schedule your wedding day. Please also provide us with your 2nd and 3rd choices of potential wedding dates should the building not be available for your primary choice.

1st choice:      Rehearsal date \_\_\_\_\_      Wedding date \_\_\_\_\_

2nd choice:      Rehearsal date \_\_\_\_\_      Wedding date \_\_\_\_\_

3rd choice:      Rehearsal date \_\_\_\_\_      Wedding date \_\_\_\_\_

Reception Location: \_\_\_\_\_

Presiding Pastor: \_\_\_\_\_

(The Bride and Groom are responsible for securing the Pastor of their choice to perform their wedding. This responsibility is the Bride and Groom's regardless of whether or not the Pastor is a Mid-Cities Pastor or a Pastor of another church. Contacting, scheduling, and confirming availability is the sole responsibility of the Bride and Groom.)

Pastor's Church: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**FACILITIES NEEDED**

Sanctuary/Foyer | capacity: 1000) \_\_\_\_\_

Sanctuary/Foyer/Guest Central \_\_\_\_\_

Guest Central/Foyer | capacity w/tables & chairs: 80 \_\_\_\_\_

The Box | capacity w/tables & chairs: 160 \_\_\_\_\_

Adult Classrooms | capacity varies from 12-120 \_\_\_\_\_

Youth Worship | capacity: 140 \_\_\_\_\_

City Center | capacity w/tables & chairs: 240 \_\_\_\_\_

Elevate (1st-3rd grade room) | capacity: 160 \_\_\_\_\_

Refuel (4-5th grade room) | capacity: 100 \_\_\_\_\_

**EQUIPMENT NEEDED**

Chairs:      Yes              No                      If yes, number needed: \_\_\_\_\_

Tables:      Yes              No                      If yes, number needed: \_\_\_\_\_

Rental Company Name: \_\_\_\_\_

If using a rental company, explain the pick up and drop off arrangements made:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MISCELLANEOUS QUESTIONS/NEEDS**

Will there be any food served at the wedding?      Yes      No

If yes, what is the catering company being used and what arrangements have been made for pick up and drop off?

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Are there any special needs or requests, not covered in this packet or application, which the hostess of Mid-Cities Church needs to know about?

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# Wedding Application Questionnaire and Agreement

Have you completed the membership class at Mid-Cities?                      Yes                      No

Do you understand that a copy of your contribution record to Mid-Cities will be reviewed?

Yes                      No

Will you be using a professional wedding coordinator?                      Yes                      No

If yes, please list the name and contact information.

Name: \_\_\_\_\_ City: \_\_\_\_\_

Name of Business: \_\_\_\_\_ Phone: \_\_\_\_\_

We have read and agree to abide by all policies stated in this application.

We further agree to pay any and all fees according to the fee schedule outlined within the policy.

We understand that submission of this application does not guarantee a date for our wedding. I promise to secure it with a \$350 date reservation/damage deposit. We also understand that the acceptance/approval of this application by the Building Committee may take as long as but not more than 30 days.

\_\_\_\_\_  
Print name of Bride

\_\_\_\_\_  
Print name of Groom

\_\_\_\_\_  
Signature of Bride

\_\_\_\_\_  
Signature of Groom

\_\_\_\_\_  
Signature of Building/Events Coordinator

## Helpful Hints

### This “To Do” list will be helpful as you plan your wedding

The list is specific to our facilities, and we suggest you go ahead and take the time to plug in your wedding date and take note of important dates along the way.

- We would like to get married on \_\_\_\_\_, and need to send out invitations by \_\_\_\_\_. Therefore, we need to pass Marriage Prep by \_\_\_\_\_.
- Turn in the completed wedding packet, along with the date reservation deposit to the Mid-Cities office. We will contact you within 30 days to let you know if the building committee has approved the date and the Damage Deposit must then be paid. At that time, your wedding reservation date will be placed on the church calendar.
- Contact the pastor who you would like to perform the service, ask for a meeting to discuss officiating the ceremony. Depending on the prior relationship with the couple, the pastor might have further requirements before agreeing to perform the nuptials.
- 60 days prior to our wedding date, on \_\_\_\_\_, one half of all fees are due at the church office.
- 30 days prior to our wedding date, on \_\_\_\_\_, the remaining balance is due at the church office.
- Communicate with your facility hostess regarding any questions or concerns about your wedding day. If you are unsure who your hostess is, or have a question regarding the best way to contact her, please email Carmyn Rodriguez at [carmyn.rodriguez@midcities.org](mailto:carmyn.rodriguez@midcities.org) or contact her at 432.563.9444 x114.
- Provide your facility hostess with any cd's or dvd's that are going to be a part of the ceremony so she can coordinate with the sound & video technicians.
- An outline of the wedding day should be provided to your wedding hostess at least 2 weeks before the rehearsal.