



Wedding Policy

LAVERGNE FIRST UNITED METHODIST CHURCH
The Wedding is a Worship Service. Please follow the guidelines listed.

When couples want to use our facilities for a wedding, they are to contact the LFUMC Wedding Coordinator at least 5-6 months in advance if possible, for the proper planning for the event. The wedding date must fit the church schedule and must be approved by the Pastor and the Trustees. The Sanctuary, the Fellowship Hall, and the Barn are available for reservation.

Weddings are scheduled in consultation with the Pastor; when applicable, other clergy participating must be approved by the Pastor.

Fees:

	<u>Members</u> ⁺	<u>Non-Members</u>	<u>Due Date</u>
Wedding Coordinator Fee	\$100	\$150	Due when date is confirmed in Church Calendar
Reservation Fee	\$100	\$100	Due 30 days prior to event
Cleaning Fee - Sanctuary	\$75***	\$75***	Due 30 days prior to event
Cleaning Fee - Fellowship Hall	\$75***	\$75***	Due 30 days prior to event
User Fee - Sanctuary	n/a	\$350	Due 30 days prior to event
User Fee - Fellowship Hall	n/a	\$350	Due 30 days prior to event
Sound Technician	\$100**	\$100**	Due 30 days prior to event
Pastor Fee	n/a	negotiated	any fees negotiated are due at rehearsal
Music Director	\$175*	\$175*	Due 30 days prior to event

**fee does not include rehearsal. Charges beyond \$175 will be worked out privately between the Music Director and the couple and paid directly to the Music Director*

***fee does not include rehearsal. Charges beyond \$150 will be worked out privately between the Sound Technician and the couple and paid directly to the Sound Technician*

****All Cleaning Fees are refundable deposits. The couple, or the contact person of their choice, will be notified at the commencement of the wedding event if a deposit will be refunded.*

+member rates are reserved for members in good standing, defined as faithful with prayers, presence, gifts, service and witness for at least one year

- 1) The LFUMC Wedding Coordinator is responsible for booking the wedding with the Church Calendar. The LFUMC Wedding Coordinator will meet with the couple, tour the facility, discuss rooms needed and make plans for usage of the facility.
 - a) The LFUMC Wedding Coordinator will represent all church policies to the couple concerning removal of items from the chancel area of the sanctuary to include piano, sound equipment, altar, lectern, pulpit, etc.
 - b) The LFUMC Wedding Coordinator is responsible for moving any church items from the Sanctuary and the return of those items to the Sanctuary after the wedding.
- 2) The LFUMC Wedding Coordinator will interpret usage of floral and candle arrangements. Dripless candles are required for usage in the Sanctuary. Only silk or paper flower petals may be scattered in the sanctuary.

- 3) The Music Director has the Right of First Refusal in providing music for the ceremony. The Music Director must be consulted and approve all music to be used for the ceremony.
- 4) Do not use tacks, screws or nails in any way. Decorations must be attached with removable tape, ribbon or string. Bibles and Hymnals may not be removed from the sanctuary. If it is planned to reserve family seating, the row must be identified by attaching removable items to the hook on the frame at the seat of the chair. No pins, glue, tape, etc. will be allowed on the chair fabric.
- 5) All decorations and equipment not belonging to the church should be removed from the Sanctuary after pictures have been taken following the wedding. This is the responsibility of the Wedding Party. Please notify the church office in advance if flowers are being left for the Sunday worship service.
- 6) Saturday evening weddings must begin no later than 7:00 PM and the reception must conclude no later than 10:00 PM.
- 7) Parking is permitted in designated parking areas.
- 8) Do not throw rice after the ceremony. Birdseed, bubbles or flowers may be used outside the building.
- 9) Access to the church for deliveries, rehearsals, etc. should be coordinated through the LFUMC Wedding Coordinator.
- 10) The Wedding Party will have access to the building 4 hours prior to the time the music begins for the service. Notify your florist, caterer, photographer, etc. of this time frame. (Access for rehearsals, decorating, and preparation can be arranged through the LFUMC Wedding Coordinator.)
- 11) Receptions requiring the use of the Kitchen must be approved. Use of kitchen equipment can be requested on the Wedding Checklist and will be approved by the Kitchen Coordinator. All dishes and serving pieces are to be provided by the caterer. The Kitchen must be left clean and all equipment that does not belong to the church must be removed immediately following the reception. The LFUMC Wedding Coordinator will follow up and confirm that the area was left satisfactory and all items have been removed. Additional cleaning fees may apply if area is left un-cleaned. The church will not assume the liability of equipment that is left in the building.
- 12) Church facilities may not be available for weddings or rehearsal on Sundays, Holy Week, holidays or major holiday weekends (Easter, Thanksgiving, New Year's, and Christmas). Exceptions may be made at the Pastor's discretion. December weddings must use the Advent and Christmas decorations that are in place. These decorations may not be removed.
- 13) Accommodations: The Sanctuary will seat 176. The Fellowship Hall will accommodate approximately 150 people.
- 14) The thermostat will be set by the LFUMC Wedding Coordinator. These settings may not be adjusted or changed.
- 15) Smoking in the building is prohibited.
- 16) Alcoholic beverages may not be served or consumed on church property.
- 17) No food or drink (except for water) is permitted in all carpeted areas.

- 18) The Bride and Groom are responsible for the Wedding Party and Guests. Any violation of policies will be reported to the Bride and Groom who will be required to take appropriate, responsible measures.
- 19) The Wedding Checklist attached to these guidelines is for informational purposes only so that the church may help assist you with a successful and memorable wedding experience. Please complete the check list and return it to the LFUMC Wedding Coordinator with the Reservation Fee to secure your date.
- 20) The Wedding Party agrees, as part of the rehearsal, to tour the church with the LFUMC Wedding Coordinator, when policies and procedures of the church will be explained. Following the wedding, a designated person in the Wedding Party will accompany the LFUMC Wedding Coordinator for the purpose of insuring no articles are left behind and that the church facilities are left in an appropriate manner.
- 21) Any items not explicitly stated in this policy regarding decoration and use of facilities are at the discretion of the LFUMC Wedding Coordinator in conjunction with the Board of Trustees.

WEDDING CHECKLIST

La Vergne 1st United Methodist Church

248 Old Waldron Road · La Vergne, TN 37086 · 615-793-6631 · 615-793-2555

Completed form to be distributed to Pastor, Music Director, Chair of Trustees, Chair of Worship and Kitchen Coordinator, Financial Secretary

BRIDE _____ GROOM _____

Church member ↑

Church member ↑

WEDDING DATE _____ WEDDING TIME _____

REHEARSAL DATE _____ REHEARSAL TIME _____

WEDDING PARTY PLANNER _____

MUSIC & VIDEO:

La Vergne First Music Director Signature _____

*LFUMC Music Director has first refusal rights

Tim Hayden

Other Musician _____

Audio/Video Technician _____ Live Vocalist(s) _____

Video to be played – If yes, during what part of the Ceremony? _____

*Specific selections of music will be discussed directly with the LFUMC music director

RECEPTION:

YES ↑ NO ↑ Time of reception: _____

Catered: Yes No Catering Company: _____

Kitchen Equipment Needed: _____

CHURCH ACCESS:

Rehearsal Date: _____ Unlock: _____ Lock: _____

Wedding Date: _____ Unlock: _____ Lock: _____

Wedding Party Representative for Final Walk Thru: _____

ROOMS NEEDED:

Room: _____ Purpose: _____ Times: _____

Room: _____ Purpose: _____ Times: _____

Room: _____ Purpose: _____ Times: _____

Room: _____ Purpose: _____ Times: _____

Pastor: _____ Trustees Authorization: _____
Signature Signature

Kitchen Coordinator: _____ (If Applicable)
Signature

Bride: _____ Groom: _____
Signature Signature

CEREMONY CHECKLIST FOR MUSIC DIRECTOR

(To be completed with the Music Director 30 DAYS PRIOR TO CEREMONY)

LAVERGNE 1ST UNITED METHODIST CHURCH – Phone: 615-793-6631 / Fax: 615-793-2555

Music Director: Tim Hayden (615) 218-7019

BRIDE _____ GROOM _____

DATE _____ TIME _____

CONTACT INFORMATION:

BRIDE: _____

Phone Number

Email

GROOM: _____

Phone Number

Email

SOLOIST no _____ yes _____ Name & phone number _____

WEDDING PLANNER Name & phone number _____

PRELUDE:

SEATING OF FAMILY:

Music Selection _____ # FAMILY MEMBERS _____

SEATING OF MOTHERS:

Music Selection _____ # MOTHERS _____

PROCESSIONAL:

Music Selection _____ # BRIDESMAIDS _____

FLOWER GIRLS _____

RING BEARERS _____

BRIDE'S PROCESSIONAL: _____

CEREMONY MUSIC:

_____ cue: _____

_____ cue: _____

RECESSIONAL: _____

POSTLUDE: _____

LFUMC Wedding Fee Schedule

<u>Description</u>	<u>Members</u> ⁺	<u>Non-Members</u>	<u>Due Date</u>	<u>Amount Due</u>
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			Total Due	

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Please track payments in the space provided below

<u>Date</u>	<u>Amount</u>	<u>Reason for Payment</u>