



2930 E. 1st Street North
Wichita, Ks. 67214
316.683.4643



Wedding Policies and Fees 2025

SCHEDULING

1. You are encouraged to schedule your wedding at College Hill as far in advance as possible. The earlier we know, the better chance we have of accommodating your request. A \$100 deposit must be made in order to secure your date.
2. All weddings and wedding rehearsals must be scheduled through Brian Sutton, College Hill Wedding Coordinator. When you contact the wedding coordinator, Brian will get your basic wedding information and make sure your date is available for the church and with Rev. Jill Sander-Chali. He will also schedule a time to meet together.
3. Brian will also advise you of procedures, policies, available equipment, etc. used at College Hill. His contact info is brian.sutton@collegehillumc.org or 316.683.4643
4. Weddings are welcome at College Hill with a start time no later than 5:00 p.m. on Saturday or 6:00 p.m. on other days.

Wedding Policy/Cost Form Contract

I have read the attached College Hill UMC Wedding Policy and Cost Form. I agree to pay the agreed upon amounts and abide by the policies set in place by College Hill United Methodist Church.

Name: _____

Phone: _____

Date of Wedding: _____

Deposit Paid: \$ _____

Signed: _____

Today's Date: _____

Please detach and return to Brian Sutton,
Wedding Coordinator, at your first meeting.

FEES

A \$100.00 non-refundable deposit is required at the time the church is reserved. Without a deposit, the date cannot be held. Your deposit will go toward the building fee when final payment is made.

Bride(s), Groom(s) or parents must have been a member or active participant of College Hill UMC for at least 6 months to be considered a member.

	Member	Non-Member
Sanctuary Building Fee	\$250	\$500
Chapel Building Fee	\$100	\$200
College Hill UMC Clergy	\$250	\$300
College Hill UMC Organist/Pianist	\$250	\$300
College Hill UMC Soloist	\$100	\$150
Wedding Coordinator (required)	\$250	\$300
Audio/Visual Technician (required)	\$100	\$150
Custodial Fee (required)	\$100	\$150

The remaining fees are due to the wedding coordinator 14 days prior to the wedding ceremony.

The College Hill clergy are available to celebrate weddings at other locations, if their schedule permits.

College Hill United Methodist
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CLERGY

1. All couples married at College Hill will need to complete marriage counseling with Pastor Jill or the officiating pastor.
2. The Reverend Jill Sander-Chali is College Hill UMC pastor. All couples to be married at College Hill will need to meet in person with Pastor Jill prior to the Wedding. This time will be used to discuss appropriate usage and ceremonies to be held as well as scheduling marriage counseling.
3. Any invitation to non-College Hill clergy shall be extended and approved only by Pastor Jill. Non-College Hill clergy are required to consult with Pastor Jill prior to the rehearsal and wedding.

MUSIC and SOUND

1. For a Sanctuary wedding, organ and piano are available.
2. If using the Sanctuary organ, it is required you use College Hill's organist for your wedding, unless a different organist is approved by College Hill's Wedding Coordinator. The Wedding Coordinator will secure College Hill's organist.
3. Piano may be used by musicians other than College Hill Musicians.
4. If using the Sanctuary, you are required to use the College Hill Audio/Video Technician. Wedding Coordinator will secure technician.
5. For Chapel Weddings, an electronic keyboard is available. There is no sound system in the chapel.

USE OF FACILITIES

1. The choir rehearsal room is available for one partner and their party to change for the wedding.
2. The Wedding room is available for one of the partners and their wedding party to change for the wedding.

Please feel free to make yourself comfortable the day of the wedding. You may bring snacks and non-alcoholic beverages to the above named rooms. **There are to be no alcoholic beverages anywhere on College Hill property.** Smoking is prohibited inside the building.

REQUIREMENTS

In utilizing the facilities of College Hill, the wedding party agrees to abide by the following requirements:

1. The College Hill Wedding Coordinator must be used for:
All weddings held in the Sanctuary;
All weddings held in the Chapel which require use of College Hill wedding equipment, use of other rooms in our facility, and/or weddings where the guest list is greater than 25 people.
2. No flowers or decorations of any kind may be placed on the pulpit, lectern, organ or piano.
3. If you plan to use silk flowers in your wedding, you must coordinate their use with the wedding coordinator. No candles may be used within or in close proximity to a silk flower arrangement.
4. Furniture, paraments, candles and other accessories are not to be moved unless otherwise approved in advance by Brian Sutton or Pastor Jill.
5. Nails, tacks, staples, screws, pins, tape or anything that will mar chairs and wall finishes may not be used.

WEDDING PARTY RESPONSIBILITIES

The wedding partners are responsible for informing their wedding party and guests of the following rules:

1. There are to be no alcoholic beverages anywhere on College Hill property.
2. Smoking is prohibited inside the building.
3. Bubbles and confetti are not to be used inside the building.
4. Rice or birdseed are not allowed anywhere on the College Hill premises.

PHOTOGRAPHY/AUDIO VISUALS

1. Pictures may be taken in any part of the building or outside before and after the ceremony.
2. Pictures and or video may be taken during the ceremony but needs to be in consultation with the wedding coordinator prior to the wedding.
3. If you would like your wedding recorded or livestreamed, accommodations must be made with the wedding coordinator.

CANDLES

Due to fire hazards, the use of candles is permitted only with approval of the Wedding Coordinator. When using tapers, candle savers **MUST** be used.