



welcome  
wonder  
witness

# Wedding Agreement

*I have read and understand the Ceremonies of Sacred Covenant Policies & Procedures from First Congregational Church of Colorado Springs, and I agree to adhere to the policies outlined in it.*

- ❖ We would like to reserve the church facility for:
  - **WEDDING CEREMONY:**  
\_\_\_\_\_ (day of week), \_\_\_\_\_ (date) for a \_\_\_\_ (time) a.m. / p.m.
  - **WEDDING REHEARSAL:**  
\_\_\_\_\_ (day of week), \_\_\_\_\_ (date) for a \_\_\_\_ (time) a.m. / p.m.
- ❖ Our location choice for the ceremony is:
  - Sanctuary \_\_\_\_\_ Chapel: \_\_\_\_\_
- ❖ Are one or both members of the couple active members at FCUCC? \_\_\_\_\_
- ❖ If not, where church memberships are held \_\_\_\_\_
- ❖ All weddings must be officiated by the ministers of our church. A guest minister may participate/officiate only by invitation from the Lead Minister.
- ❖ If a Guest Minister is requested:
  - Name \_\_\_\_\_
  - Phone \_\_\_\_\_ Email \_\_\_\_\_

**\* Ceremony reservation for a total of 3 ½ hours, start time being 2 hours prior to ceremony time.**

**\*\* Rehearsal reservation for a total of 2 hours (extra times subject to additional rental fee)**

## COUPLE'S CONTACT INFORMATION

**Partner 1:** \_\_\_\_\_

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

Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Partner 2:** \_\_\_\_\_

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

Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

- ❖ FCUCC is an historic facility in need of constant maintenance. FCUCC will make every reasonable effort to maintain the integrity of its facilities for your wedding. FCUCC retains the right to repair and/or renovate its facilities at its discretion. Should this occur, you will be notified of the repairs and/or renovations as far in advance as reasonably possible, however, we are not responsible for unforeseen construction issues. By signing this Contract, you agree that you will not hold FCUCC liable for any expenses incurred as a result of FCUCC's repairs and renovations and/or your change of venue.

Signed: \_\_\_\_\_ (Name) \_\_\_\_\_ (Date)

\_\_\_\_\_ (Name) \_\_\_\_\_ (Date)

### OFFICE USE ONLY - TO BE COMPLETED FOLLOWING CONVERSATION WITH THE LEAD MINISTER

Check # or Cash: \_\_\_\_\_

Deposit received: \_\_\_\_\_ (Date) \_\_\_\_\_

Officiating clergy \_\_\_\_\_

On behalf of couple \_\_\_\_\_ (Print) \_\_\_\_\_ (signature)