

Staff Guidelines
for
Member Weddings held @ Christ Our Savior

1. All requests for wedding ceremonies will be processed after approval by the pastoral staff.
2. A facility usage request (Attached) will be completed. The submission of a completed form will constitute full acceptance of all stated fees. A settlement of fee statement will be provided one month prior to the wedding with payment of such fee paid within 3 weeks prior to the wedding in order for the safe delivery of payment to appropriate individuals.
3. The facility usage request will be shared with a representative of the Board of Properties and a “trustee” and kitchen coordinator will be assigned to assist as necessary on the day of rehearsal and the day of the wedding.
4. After the use of the facility, a representative of the Board of Properties will make an inspection of the buildings used. All or a portion of the deposit may be returned based on cleanliness and lack of breakage or loss.

The cost structure for weddings at Christ Our Savior Lutheran Church is as follows:

Wedding

Pastor (Premarital counseling & officiating @ wedding)	n/c
Organist- Rehearsal/Wedding	\$100.00-\$175.00
Wedding Coordinator- Rehearsal/Wedding	\$ 50.00
Sound Person – Rehearsal/Wedding	\$ 50.00

Reception

Sound Person	\$25
Kitchen Coordinator	\$25
Trustee	\$25
Cleaning Deposit	\$100