



Wedding Handbook

Policy & Procedure

To be followed by all couples to be married at Main Street.

1. It is Main Street's policy to decline to conduct marriage ceremonies for persons who are not members of Main Street Church.
2. It is Main Street's policy to decline to conduct marriage ceremonies for persons still living at home or under the authority of a parent without the parent's expressed consent. We believe the parents of even adult children continue to bear the weight of responsibility for their child until such time that child establishes their own household, or the child released from parental care. [see Deuteronomy 6, Ephesians 5-6]
3. Contact the church office (859) 474-3100 to set a tentative date. The date will be reserved for 30 days and **cannot** be finalized until the following items #4 & #5 are completed.
4. Complete the information at the end of this packet and return it to the church office with a deposit payment. This includes the bride & groom information sheets and the Facility Use Policy.
5. Email info@discovermainstreetchurch.com to set up an appointment to meet with the Pastoral staff. Please indicate which pastor you would like to perform the ceremony.
6. Complete pre-marital counseling at least one month before the wedding ceremony. It is Main Street's policy to require approved pre-marital counseling to be completed before a marriage ceremony may be conducted using the Main Street's facilities. This is required to help couples prepare for the commitment of engaging in the life-long covenant marriage represents. Pre-marital counseling is normally conducted by the Main Street Pastoral staff or authorized and trained Main Street lay counselors. Pre-marital may be conducted by qualified individuals not connected to Main Street Church with prior approval. [Proverbs 20:25, Luke 14:28-30]

Church Availability

You may schedule your wedding during the following time frames:

Fridays – Any time between 5:00p-6:30p

Saturdays – Any time between 10:00a – 6:30p

Weekdays/Weeknights – Times may be available upon request.

We will work with you to coordinate setup times once you have selected the wedding time.

Wedding Fee - \$ 225 (\$50 Deposit)

This fee includes the use of the Worship Center, the main lobby, a groom's room, a bride's room, a sound technician and a custodian.

- It is customary to offer an honorarium to the pastor officiating the ceremony, the wedding coordinator/director (if not a hired professional), instrumentalists, and vocalists. Honorariums should be discussed directly with and paid to those individuals.
- In addition, you are responsible for securing and communicating with a wedding coordinator/director, instrumentalists, and vocalists, if you desire such individuals to participate in your ceremony.
- Main Street has various decorations available for use (mirrors, flowers, candelabras, vases, etc.). Please make an appointment with the church office to view what is available. There is no additional charge to use these resources, but if something is damaged you will be expected to pay for it or replace it.
- The Worship Center & Foyer must be free from wedding-related materials by midnight the day of the event.
- You are required to leave the facility in the same or better condition as you found it, per the Facility Use Policy which should be signed & submitted with your application.
- The Facility Use Checklist should be completed & submitted at the end of the event. Please slide it under the office door.

Reception (Gym) Fee \$100 (\$50 Deposit)

This fee includes the use of the gymnasium, fully equipped commercial kitchen, seventeen 72" round tables, ten 72" rectangle tables, 200 metal chairs, and a custodian.

- You are responsible for setting up & tearing down.
- You are responsible for leaving the gym, kitchen, & restrooms in the same or better condition as you found them, per the Facility Use Policy which should be signed & submitted with your application.
- The gym must be free from wedding-related materials by midnight the day of the event.
- The Facility Use Checklist should be completed & submitted at the end of the event. Please slide it under the office door.

Payments

- ♥ A \$50 deposit (additional \$50 if using the gym as well) should be included with your application to confirm the date on the church calendar.
- ♥ Complete payment of Wedding and Reception Fees listed above must be made at least one month before the event. Payment can be made in person in the church office.

In general, the following priority schedule is followed when our facilities are requested for use:

1. Ministry that is directly overseen by Main Street Church (MS/Owner) such as worship gatherings, MS Kids Ministry events, MS Student Ministry activities, and other MS sponsored events
2. Main Street Church Related organizations such as Christian Education Center, small groups, etc.
3. Main Street Church Partner/Member Events
4. Outside Organizations

While the above hierarchy lists our general priority for resolving conflicts, MS reserves the right to reject individual or group (User) requests based on higher priority needs or scheduling limitations.

Rules for Shared Facility Use

1. MS Programming will hold precedent over the use of space. Further, use of space may be limited to staff availability for unlocking and locking the facility.
2. The premises are monitored via security cameras. All activities are subject to review if we deem it necessary.
3. User agrees NOT to setup and/or decorate on Sunday from 8:00am-12:30pm, during our Worship Services.
4. Your activity is limited to ONLY the room(s) and time-frame approved. Please be courteous to our cleaning staff by being out of the building by the ending time of your event and make sure your guests do not enter other areas that may have already been cleaned.
5. Arrangements to alter the stage and its contents and/or to use the sound/video/lighting systems in the sanctuary must be PRE-APPROVED with Tyler Andrew. The equipment can only be used by trained individuals (a fee may be necessary to find an individual willing to support your event).
6. The use of alcohol, illegal substances, weapons, or tobacco is strictly prohibited.
7. No open flames are permitted.
8. User agrees that it will not use the premises for any unlawful purposes and will obey all laws while using the facilities.
9. User agrees to hold harmless, indemnify, and defend Owner from any and all liability for injury or damage including but not limited to bodily injury, personal injury, or property damage which may result from any person using the above-described premises, its entrances and exits, and surrounding areas.
10. If the User is an organization, User promises that it carries liability insurance and will provide the owner with a certificate of insurance naming the Owner as "additional insured" on User's Policy.
11. User agrees to be responsible for preparing for use and returning to the pre-use condition all areas which the User will use. Any church equipment used, such as tables and chairs must be returned to the original location unless arranged otherwise prior to the event. The facility use checklist will be completed upon departure.
12. Any new or pre-existing damage to facilities, equipment or furnishings should be reported to the Owner by emailing info@discovermainstreetchurch.com as soon as possible.
13. All children's or youth activities should be supervised by a minimum of two (2) adults over the age of 21 at all times. No one should be roaming the building unsupervised.
14. The User will provide all products needed for the event: i.e. cups, plates, tableware, paper, etc.
15. If decorations are used, they must be attached using painter's tape, mounting putty or ceiling clips. Nothing is to be tacked, nailed, or screwed into walls. All decorations must be removed before leaving.
16. Signs on exterior doors or grounds are not permitted without prior approval.
17. Events that require the use of audio-visual equipment must have a church designated person on duty (fee associated).

Printed Name

Signature

Date

FACILITY USE

checklist



BEFORE LEAVING, PLEASE SUBMIT THE ONLINE FACILITY USE CHECKLIST.

FOR YOUR CONVENIENCE, THE CHECKLIST IS ALSO LISTED BELOW.

Cleaning supplies are located under the sink in the kitchen and Loft and in the storage room of the gym (near the kitchen), and vacuums can be found in supply closets (near men's restroom in Main Lobby, near the stairwell in the kids wing, and near the elevator upstairs).

- No church products used (cups, plates, tablecloths, etc)
- Wipe tables clean
- Return tables & chairs to original location
- Clean all areas of debris, spills, paper, etc
- Sweep and/or vacuum floor
- Remove any decorations (please do not leave any behind)
- Return athletic equipment to it's proper place in storage (see photos in gym closet)
- Check restrooms- toilets flushed, floor free from paper, counter disinfected
- Remove all garbage to dumpster
- Wash, dry, and return any utensils, cookware, serveware, etc
- Wipe clean, if used- stove top, oven, microwave, sinks, and countertops
- Place used dish cloths & towels in laundry basket on the floor (in laundry room)
- Turn appliances off (coffee maker, stove, oven, etc)
- Remove food from refrigerator/freezer unless designated for another activity (marker available)
- Leave all space(s) in similar or better condition as found
- Turn lights off in all spaces used- hallways, restrooms, kitchen, gym, etc
- Check foyer(s)- remove all items brought in for setup, check for food/liquid, sweep/mop if necessary
- Worship Center: if your event necessitates moving of chairs, please get approval from the church office & return the chairs to the proper position (take notes/pictures prior to moving any chairs)
- Lock doors & double check upon exiting
- Leave keys in black box outside the doors of the office/family entrance (behind green bench)





Wedding Application

Please print clearly & fill out completely.

Ceremony Information

Preferred Date/Time: _____/_____/_____ Rehearsal Date/Time: _____/_____/_____

Alternate Date/Time: _____/_____/_____ Rehearsal Date/Time: _____/_____/_____

Approx. Number of Guests: _____ Applying for: _____ Wedding _____ Wedding & Reception

Groom: Name _____ Age _____

Address _____ City _____ State _____ Zip _____

Phone _____ Email _____

Are you a Christian? _____yes _____no Have you ever been baptized? _____yes _____no

Are you a member of Main Street? _____yes _____no If yes, member since: _____

If no, what is your church affiliation? _____

Describe your relationship with Jesus Christ at this point in your life? (If you don't have one simply put "N/A"): _____

Any children? _____yes _____no If yes, age(s) _____

Present Status: _____Single _____Married _____Divorced Date divorce was finalized: _____

If previously married, how many times? _____

Reason for divorce(s), if applicable: _____

If divorced, what reconciliation efforts were made? _____

Bride: Name _____ Age _____

Address _____ City _____ State _____ Zip _____

Phone _____ Email _____

Are you a Christian? _____yes _____no Have you ever been baptized? _____yes _____no

Are you a member of Main Street? _____yes _____no If yes, member since: _____

If no, what is your church affiliation? _____

Describe your relationship with Jesus Christ at this point in your life? (If you don't have one simply put "N/A"): _____

Any children? _____yes _____no If yes, age(s) _____

Present Status: _____Single _____Married _____Divorced Date divorce was finalized: _____

If previously married, how many times? _____

Reason for divorce(s), if applicable: _____

If divorced, what reconciliation efforts were made? _____

Relationship Information

How long have you known each other? _____

How did you meet? _____

How long have you dated? _____ How long have you been engaged? _____

Have you ever lived together? ____yes ____ no

Groom Signature

Bride Signature

Date

For Office Use Only

Application Received: _____

Approved: ____ Yes ____ No

Officiating Pastor: _____

Pastor's Signature: _____ Date: _____

Payment(s) Received: \$ _____ Deposit Date _____

 \$ _____ Date _____

 \$ _____ Date _____

 \$ _____ Date _____

Pre-marital Counseling Schedule: _____ Session 1 _____ Session 2

_____ Session 3 _____ Session 4 _____ Session 5

_____ Session 6 _____ Session 7 _____ Session 8

Fee Disbursement: \$ _____ Custodian \$ _____ Sound Tech Date _____