

Gethsemane Church of Christ
5146 Mechanicsville Turnpike
Mechanicsville, VA 23111
(804) 779-2044

USE OF THE SANCTUARY BUILDING AND FELLOWSHIP HALL
FOR A WEDDING

Congratulations on your upcoming marriage! The following are the church's policies for weddings and receptions that are held at Gethsemane Church of Christ.

There is no charge for the use of either building for active* members of this congregation. However, we do collect fees for the custodian who sets up and cleans up for your ceremony and/or reception. Therefore, there is a mandatory charge of \$150 per building for custodial services.

There is also a charge of \$75 for the services of a sound technician during the rehearsal and the wedding only or, if using the sound system in the fellowship hall in addition to the wedding ceremony, \$100 will be charged to cover both the wedding and reception. You are not required to use a sound technician for your reception.

We ask that all buildings used for your wedding be vacated no later than 10 p.m. This is due to the amount of time that it takes to reset the sanctuary and sound system for Sunday morning services. Classrooms in the sanctuary lower level may be used for changing clothes, *except for the nursery*. The nursery may not be used because of the chance of pins and small objects being left behind that may injure our little ones.

Whoever signs this agrees to do the following:

1. The minister performing the marriage ceremony must be an ordained minister of the independent Church of Christ/Christian churches.
2. Conduct all events in a Christian manner.
3. Have no alcohol in either building or anywhere on the grounds.
4. Have no smoking in either building.
5. Remove personal items and decorations after the event. *(It would be a good idea to assign someone in your wedding party to be responsible for seeing that all your personal items are removed. If this is not someone's specific responsibility, then items will most likely be left behind or lost.)*
6. Information boards, wall hangings, furnishings etc. may not be moved or taken down without permission from the church. This applies to *all* musical instruments, including the piano.
7. Leave the buildings and grounds in the same condition they were found.

**An active member is defined as a baptized believer in Christ with regular attendance for a period of six consecutive months prior to the date of your wedding.*

Notify Keith Williams, custodian, 779-2906, for questions concerning cleaning, locking and unlocking the buildings.

At the present, we do not have a wedding coordinator. If you have questions about the church buildings and what you may use for your wedding, please call the church office at 779-2044 Monday through Friday between 8:30 a.m. and 3 p.m.

Please sign and return one copy of this form to the church office with your payment included no later than four months before the wedding. Retain one copy for your reference.

FEES:

Custodial, Sanctuary	\$150	_____	
Custodial, Hall	\$150	_____	
Sound Technician	\$75	_____	(wedding only)
Sound Technician	\$100	_____	(wedding & reception)

These fees do not include payment for the minister(s), organist, pianist, soloists, or wedding coordinator. It will be your responsibility to engage an organist, pianist or other instrumentalists and soloists, if desired. If using one of Gethsemane's musicians, please contact them at least 3 months in advance of your wedding date. The wedding coordinator can suggest names of members who are willing to perform these services. These individuals will set their own fees for their services.

If you use your own wedding coordinator, he/she must meet with Gethsemane's coordinator so that the church's policies can be explained and information can be given on what may be supplied by Gethsemane and answer any other questions.

Name & Ph. # of Minister Performing Ceremony**

Date & ***Time*** of Wedding

Bride's or Groom's Signature

*****Contact the minister who will be performing your ceremony before listing his name.***

Revised: October 1, 2006