

**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.

The fee for the use of the sanctuary building for the rehearsal and the wedding will be \$500. The fee for the use of the fellowship hall and kitchen for a rehearsal dinner and/or a reception is \$250. In addition, 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 church buildings that are 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 Worship & Music Minister. This applies to *all* musical instruments, including the piano.
7. Leave the buildings and grounds in the same condition they were found.

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

Please call the church office, 779-2044, if you have questions about the church buildings and what you may use for your wedding.

***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:**

Rehearsal and Wedding	\$500	_____	
Fellowship Hall	\$250	_____	
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 give you 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 she can explain the church's policies and give information on what may be supplied by Gethsemane and answer any other questions.

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Name & Ph. # of Minister Performing Ceremony\*

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Date & *Time* of Wedding

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Bride's or Groom's Signature

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

Revised: October 1, 2006

**For Office Use Only**

Senior Minister \_\_\_\_\_

Music & Worship Minister \_\_\_\_\_

Youth Minister \_\_\_\_\_

Secretary \_\_\_\_\_

Custodian \_\_\_\_\_

Wedding Coordinator \_\_\_\_\_