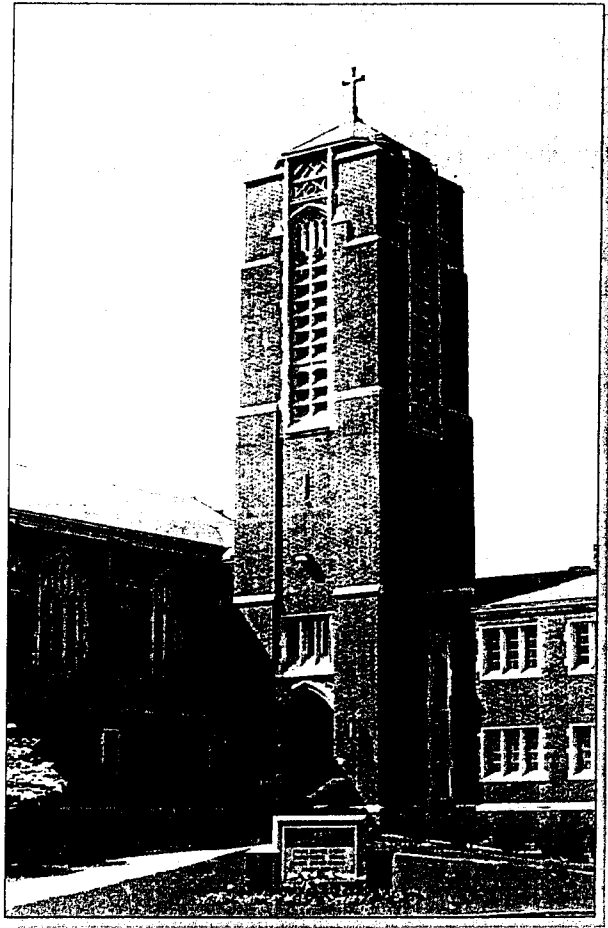


WEDDING POLICY



First United Methodist Church

900 Spring Street

Johnson City, TN 37604

(423) 928-9222

Congratulations on your forthcoming marriage! We rejoice with you and pray for you at this important new step in your lives. We sincerely desire to assist you in making your Wedding Service a beautiful and meaningful experience.

These policies of First United Methodist Church are designed in the primary goal of both protecting and preserving the Church facilities, and to honor your Wedding Service and preserve the beauty, warmth and sanctity of this special occasion.

These are the Wedding Service Policies of the Rental Agreement for First United Methodist Church 900 Spring Street Johnson City TN, 37601. This Policy is the companion document to the Facility Usage Agreement. The Agreement is made effective upon the date the Facilities Usage Agreement is signed by a representative of First United Methodist Church. This Policy and Usage Agreement pertains *only* to the rental of First United Methodist Church and its Amenities and does NOT employ or obligate the staff of First United Methodist Church.

Expectations by the Bridal Party:

The Bride and/or Groom as renter of First United Methodist Church has reasonable expectations:

To rent, and utilize the Sanctuary for the Wedding Service, as well as appropriate other portions, but not all portions, of the facility.

To have a Church Hostess/ Host or other designated Staff Member available and present for the entire event.

To be provided access to the facility for reasonable amount of time for rehearsal, for reasonable amount of time to decorate for the Service, and for reasonable amount of time for photographs to document the Service.

Expectations by First United Methodist:

The Marriage Ceremony is a Holy Sacrament of the Church, instituted by God. It is therefore not to be entered into unadvisedly, but reverently. First Methodist Church has the reasonable expectation that the wedding bridal party, families, and guests will conduct themselves at all times on Church Property, in such a manner as to reflect that reverence and respect of God's House.

Wedding Policies of First United Methodist Church

The Christian wedding is one of the happiest and holiest occasions in the lives of two Christian people. It is a service of worship and praise to God, which joins together two lives, thus establishing a new Christian home.

A wedding does not have to be elaborate to be beautiful; rather it is the spirit and attitude of those participating, which contribute the true beauty.

We at First United Methodist Church welcome you and your wedding. The Staff and Ministers of the Church are available to help your Service to be a meaningful experience.

I. General Information – Facilities

First United Methodist is rented per Wedding Service. No more than one wedding will be scheduled per day or per weekend.

A deposit of Five Hundred Dollars (\$500.00) is required at the time of booking, upon the execution of the Usage Agreement. The Balance is due in full on or by 5 PM, the Friday two weeks prior to the event. If the balance is not paid by 5PM, the Friday two weeks prior to the event, the event shall be considered cancelled by the Renter. First United Methodist accepts cash, personal checks (Five Hundred Dollars or less), Cashier's Checks on local banks, and Money Orders for out of State payments. First United Methodist does not accept credit card payments.

The Renter shall have access to all entry ways and corridors; the elevator, restrooms, and Sanctuary. The Bride shall have access to the Parlor for sitting room prior to the Wedding Service. The Groom shall have access to the Conference Room located below the Chancel for sitting room prior to the Wedding Service.

First United Methodist does NOT offer facilities for a rehearsal dinner prior to the wedding or for a reception to follow the Wedding Ceremony.

All rehearsals must begin no later than 6:00 p.m. and last no more than one (1) hour. Please arrive promptly.

Saturday Ceremony's will be planned for as early as 10AM, and no later than 4PM. No Saturday evening ceremonies are allowed.

Use of First United Methodist is to be planned by the Renter to allow for the removal of all Renter's personal and rented items, and by all of Renter's Vendors (including, but not limited to: musicians, photographers, and florists) within 45 minutes following the Wedding Service, unless special arrangements have been made with the Church Staff in advance (this applies only to Rental property, which may be stored in the parlor for pick-up by the rental agency on Monday following the wedding).

Because glitter ruins fabrics NO glitter is allowed. This applies to, but is not limited to: loose, body glitter, and glitter on clothing and ribbons, as well as confetti and cellophane.

NO ALCOHOL ON CHURCH PROPERTY! This not only

means the designated sitting room, but the parking lot as well. (If any member of the bridal party is caught with any alcohol whatsoever, we will post a notice on the front door the wedding has been cancelled for alcohol on church property and lock the doors. It is a House of God. Not a Hospitality Room.)

If this occurs, all fees paid shall be forfeited, and Renter shall have no remedies.

No smoking within the Church building is allowed - this DOES include the vapor cigarette replacements.

The bride is allowed to bring her wedding gown and put it on after arrival.

The Bridal Party will arrive dressed and ready for photos the day of the Wedding. The parlor is a sitting room, set up for Brides comfort as they wait for the Wedding Service to begin. It is not set up with makeup mirrors and dressing rooms. The Bridal Party is to arrive with hair and makeup done. Bridal Party is to arrive ready for photographs to be taken.

II. Preparation

The bride and/or groom must meet with Church Staff a minimum of a month before the wedding to review all wedding plans, use of the property, rules, and placement of decorations.

The day of the Wedding Service, the Renter shall have access to the facility two (2) hours before the Service for floral placement and photographs.

An aisle cloth may not be attached to the floor in any manner.

Weights are to be used to anchor the cloth in place.

If the wedding flowers are to be used for the Sunday worship service, advise the church office. Acknowledgement may be given in the church bulletin.

The Renter may use any Vendor he/ she may select on the single condition that Vendor must have business license and Errors and Omission/ General Liability Insurance. For purpose of clarification, a Vendor is defined as any persons, entity or business hired by the Renter (other than First United Methodist Church) to provide any goods or service during the Service, including but not limited to: Florist, Photographer, and Wedding Planner/ Coordinator.

(All Vendors hired by the Renter, who provide goods and/or services at First United Methodist Church, must have and provide to the Church Office a copy of their Business License and Insurance Binder.)

First United Methodist Church reserves the unrestricted right to deny approval of any Vendor and deny such Vendor access to the facility.

The Renter, at her/ his own expense, may obtain, and bring into the Church any additional decorations, both personal and rented, for use during the event. The renter and/or his/ her designated persons will confirm with the Church Staff the placement of any additional decorations no less than one month prior.

First United Methodist Church is not responsible or may not be held responsible for the damage to, loss or theft of personal property.

III. Florist/ Designer

Floral arrangements and decorations may be delivered and placed during normal business hours the day prior to the Wedding.

The day of the Wedding Service, the Renter shall have access to the facility three (3) hours before the Wedding for floral placement.

The Altar, Altar cross and candles may NOT be moved or removed. Hymnals may not be removed from pews. If anything needs to be moved or removed, it will be done so BY CHURCH STAFF. This means, if you have to move a piano to the side, or move a sacrament. Despite their desires and good intentions items are often lost and misplaced, so florists and photographers may not move or remove ANYTHING! This will be done by Church Staff to insure safe handling, and knowledge of item location.

All candles freestanding or within floral arrangements shall be dripless and have candleholders as well as a mat of proper dimension to protect furniture, the carpet, or floor. A kneeling bench is available from the Church, and need for this bench shall be identified when meeting with the Church Staff to review decorations and details. It will be put in place by the Church Staff prior to the Rehearsal.

No nails, tacks, pins, staples, or any other type of metal fasteners may be used on furniture, carpets, floor, masonry or woodwork.

Live/ Natural flower petals may not be used to line aisles or by flower girls. Crushed petal's oils and resins are difficult to remove from 100 year old grout. Silk petal substitutions may be used.

Signature of florist: _____

IV. Following the Ceremony

If you bring it in, you take it out: garment bags, water bottles, anything. This does include programs. Birdseed instead of rice is to be used after the Service and outside of the building *only*.

V. Clergy

All Wedding Services to occur at First United Methodist will follow counseling, either by our minister, or by one approved by the senior minister. First United Methodist Church ministers will normally officiate weddings. Only clergy approved by the senior pastor may be invited to officiate. An appointment to plan your Service with a staff clergy should be made as soon as possible.

VI. Photography

We ask that these specific policies be observed:

- A. The day of the Wedding Service, the Renter shall have access to the facility two (2) hours before the Wedding for photographs.
- B. As the Bride/ Groom makes her/ his way down the aisle, the photographer may take a photograph of her walk to the front.

- C. During the wedding (from the arrival of the Bride/ Groom at the altar) no pictures are to be taken. This is distracting to the minister. Please inform your family and guests.
- D. **No flash photography during the service.** The minister cannot distinguish between family members flash or photographers. Photographers then get blamed for photos taken by family members. Please inform your family and guests.
- E. During the wedding Ceremony itself, photographers (still or video) should confine their activities to the rear of the sanctuary or balcony. No photographs may be taken from the front of the Sanctuary.
- F. Renter shall have access to the facilities for 45 minutes following the ceremony for photographs and removal of personal property. Please plan to document the day in photographs. Fun and created moments shall take place off Church Property before or after the Service.
- G. Photographers may use flash photography before and after the ceremony. Light stands, strobe lights, and studio lighting *are prohibited*. Hand held reflectors are allowed following the Service for photographic purposes. This is a Sanctuary, not a Studio.
- H. The stained glass windows are irreplaceable. Under no circumstances shall lighting be positioned directly towards the windows.

Signature of photographer: _____

VII. Organ

The organ at First United Methodist Church is a highly complex pipe organ and requires an Organist experienced in playing this type of instrument. You may use the Church Organist, or obtain a list of approved organists from the church office. Organists not on the list must meet with First United Methodist Church's

Organist prior to the rehearsal and Wedding Service. Arrangements can be made through the church office. A piano is located in the sanctuary and there is also space for a small ensemble if you should choose to use either during your Service. Securing these musicians will be Renter's responsibility.

VIII. Church Hostess/ Host

It is required that a representative of the church be present for the rehearsal, and Wedding Service to oversee the church property. The Church Hostess/ Host is also responsible to assist the wedding party with moving of Church property for decorations, and if there are any questions about the church facility, property or the use(s) thereof.

IX. Custodian

Your fees include custodial services before and after the Wedding Service. The Custodial staff does not work on Saturdays. Arrangements will be made by the Church for one member of the Custodial Staff to come in to assist. He / she will have to reset the Sanctuary for Sunday morning services. We do not consider it fair to him/ her to have to spend hours on his/ her day off having to clean up after weddings. He/ she will be cleaning up floral petals, arrangement water spills, changing parament colors from white back to the color of the Church season. So, we ask you to be respectful of the rented facilities and collect your own trash.

X. Sound Technician

The sound technician will be attendance at both the rehearsal and the Wedding Service, and will operate the sound equipment.

XI. Rental Fee and Damage Deposit

Rental Fee:

The rental Fee for members of First United Methodist Church is \$800.00.

The Rental Fee for non-members of First United Methodist Church is \$2,000.00

A Five Hundred Dollar (\$500.00) deposit is required upon approval of application and placement on the Church Calendar. The Deposit shall be deducted from the Church balance due. The Deposit is non-refundable. In the event of cancellation by the Renter for any reason (with the exception of the death of a Bride or Groom), the deposit is forfeited.

Cancellation and Rescheduling by renter:

If the Renter reschedules four months or more before the event, all amounts previously paid by the Renter shall apply towards the rental rate for the new Date. A Wedding Rental may be rescheduled only once. If a rescheduled event is cancelled at any time, all amounts previously paid by the Renter are forfeited.

In the event the Renter cancels the Rental, after payments are made in full two weeks prior to the Wedding Service, for any reason (with the exception of a death of a Bride or Groom), the rental fee is forfeited.

Cancellation by First United Methodist:

In the event it becomes impossible, at the sole discretion of First United Methodist Church, to use First United Methodist Church on the day of the event due to circumstances beyond First United Methodist Church's control (including, but not limited to, natural disaster or other unforeseen emergency, danger to the building or breakdown of the HVAC system that cannot be reasonably be repaired in time for the Wedding Service, etc.), First United Methodist Church will cancel the Rental and notify the Renter as soon as possible of such cancellation. In the event of cancellation by First United Methodist Church, the Renter is entitled ***only*** to a refund in full of all fees and charges previously paid

by the Renter pursuant to this Usage Policy, including the deposit, and refund of cost of any printed materials with First United Methodist listed as location. Under such circumstances, THE refund shall be the Renter's exclusive remedy against First United Methodist Church.

DAMAGE DEPOSIT.

A Damage Deposit of Five Hundred Dollars shall be paid no later than the due date of final payment two weeks prior to the event.

The Church Hostess/ Host or Representative will inspect the areas used prior to and after your wedding to insure that no damage has occurred to the building or furnishings of the Church. Should any vandalism or damage occur, or excessive cleaning be required, the cost will be deducted from the Damage Deposit. If repairs or excessive cleaning exceed the Damage Deposit you will be billed for those costs. The Church Treasurer will issue a refund of the Damage Deposit within 7 business days following the Event.

RENTER'S LIABILITY AND INDEMNIFICATION.

Renter agrees to fully indemnify and hold harmless First United Methodist Church for said costs or damages related to (1) the delivery, use, loss, return or damage to personal or rented decorations or other items brought into The church by or on behalf of the Renter and (2) the acts or omissions of the Renter and Renter's agents, employees, invitees (including, but not limited to, guests), or vendors, whether committed inside or outside of First United Methodist Church at any time, including, but not limited to, costs and damages related to damage or vandalism, as set forth above. The Church Staff will not sign for delivery or pickup of items delivered on Renter's behalf.

EXCLUSIVE REMEDIES.

The remedies provided to the Renter in this Usage agreement are the sole and exclusive remedies available to the Renter.

LIMITATION OF ACTIONS.

No suit or action of any nature whatsoever with respect to this Usage Agreement shall be sustainable by the Renter unless commenced within one year of the date of the execution

and approval of this Agreement (or within the shortest limitation period which applicable law allows). In no event will First United Methodist be liable for indirect, special, punitive, incidental or consequential damages arising out of an alleged breach of this usage Agreement.

GOVERNING LAW, VENUE AND NOTICE.

This Agreement is subject to and governed by, and the terms hereof shall be construed in accordance with, the Laws of the State of Tennessee. Any demand, suit, or cause of action initiated by the Renter arising out of the Usage Agreement shall be brought in Johnson City, Washington County, Tennessee. No action arising out of this Agreement may be maintained against First United Methodist Church unless notice is given of such claim within a reasonable period of time (not to exceed ninety (90) days from the time Renter discovered, or through the exercise of due diligence shall have discovered, the facts giving rise to the claim).

COMPLETE AGREEMENT MODIFICATION.

These terms and conditions represent the complete agreement between First United Methodist Church and the Renter and may not be amended or modified unless in writing by the Renter and the Senior Pastor.

I/ we have read and agree to comply with all policies of First United Methodist Church, including but not limited to those detailed above. We have reviewed these policies with the Church Staff or Senior Pastor.

_____ and/or _____
Bride Groom

Senior Pastor
