



Resurrection

LUTHERAN CHURCH

Wedding Information

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BUILDING & GROUNDS USAGE GUIDELINES

Resurrection Lutheran Church (RLC) praises and thanks our Lord for allowing us to construct a church building which is to be used for the glory of God. As a congregation, we appreciate our church as it provides a center for our worship, programs and activities. We ask that members and guests that are given permission to use our facilities treat them, and the personnel involved, with the utmost respect.

Information regarding scheduling of the building |

1. Member(s) of RLC can schedule building or grounds usage (for the purpose of the mission of RLC) by contacting the office. There will be no charge for this.
2. Regularly scheduled meetings or activities (for the purpose of the mission of RLC) should be requested at least annually. Please submit your requested dates/times to the office.
3. For use by a member or non-profit organizations, other than for Resurrection purposes, it must be scheduled through the RLC office and must complete a Building and Grounds Usage Agreement Form. A suggested donation (see facility usage fee schedule form) is recommended.
4. For use by non-members for events it must be scheduled through the RLC office and must complete a Building and Grounds Usage Agreement Form. Refer to the facility usage fee schedule form for rates.
5. Usage for all non-RLC activities may be scheduled only 90 days prior to the date.
6. If canceling a meeting or activity please notify the office ASAP so others may schedule available rooms.
7. RLC reserves the right to restrict/deny facility usage as this may jeopardize RLC's tax exempt status.
8. RLC reserves the right to charge a cancellation fee on weddings that are cancelled within 120 days of the scheduled wedding date.

Information regarding room and equipment use |

1. **ALCOHOLIC Beverages are NOT permitted on any part of the building or grounds.**
2. Any permanent decorations, wall hangings, paintings, landscaping...must be approved by the RLC Council.
3. Groups/members are responsible for providing adequate supervision for their activity/meeting. In case of youth events, it is recommended that at least two adult be available for every eight youth. You are responsible for supervising any children present.
4. **There will be NO food or beverages in the Worship Center at any time.**
5. **Do not tamper with sound, lighting or thermostat systems.**
6. Please leave the room/s in the same conditions you found it; or cleaner than you found it.
7. Because of our lack of storage, we ask that you bring what you need with you and take it home immediately after your meeting/activity. **You will want to designate a person to clean up after your wedding.**
8. If using the kitchen please **do not leave leftover food** in refrigerator or in cabinets. Take home all leftover food products with you.
9. RLC does not loan any equipment, tables, chairs, etc at this time. RLC does not store any personal property for members or non-profit organizations.
10. Pertaining to weddings:
 - Blowing bubbles is allowed outside

- Rose petals are allowed both inside and outside
- Rice or birdseed is NOT allowed
- Glitter is NOT allowed**
- Altar cloths, banners, chairs, and altar podium are NOT to be removed
- Flash photography is not permitted during the ceremony**

The RLC Council reserves the right to withhold use of the facilities or grounds to any individual(s) and/or group.

Decorations |

Flowers

- Flowers *cannot* be delivered until the Wedding Coordinator is here. Do not ask the Wedding Coordinator to be here any earlier than scheduled
- May be delivered three hours before wedding only
- Flowers from home gardens may be used
- Flowers already in the Worship Center may be moved, but must be placed back correctly prior to leaving the building

Candles

- A Unity Candle stand is available for your use, but you need to provide the candles. Please speak with your Wedding Coordinator if you are interested in using the Unity Candle stand
- Candles should be 12-15 inches long and drip less (freezing will help) and need to be provided by you
- Protection under candles is a MUST. Speak with your Wedding Coordinator if you have any questions

Other decorations

- ONLY ribbons, pipe cleaners, and zip ties can be used on pews and windows. 3M Command Hooks can be used, but are the only sticky product allowed
- A guest book podium is available upon request
- Runner is an option and needs to be provided by you

Photography

- Photographers are expected to be properly attired in the Worship Center. Pre-service photography must be completed 45 minutes before the service. Photographs taken during the wedding service should be kept to a minimum and must be done discreetly. **Flash photography is not permitted during the wedding ceremony.**
- The worship service may be video taped discreetly. **Taping is to be discussed with the Pastor PRIOR to the wedding day.**

Deadlines

- The license must be given to the Pastor at the rehearsal
- Enrichment classes and meetings with Pastor should be completed prior to the wedding
- Refer to your fee list for ALL payment deadlines

Contact Names

Your Wedding Coordinator will contact the following for you if requested.

- Pianist
- Sound Operator

Please notify your Wedding Coordinator if you will be having a soloist participate in your ceremony.

****You may only use Resurrection-trained people to operate Resurrection Lutheran Church's sound system and lighting during the rehearsal and wedding day.****

Post Wedding Checklist |

- ALL tables and chairs that were moved in the rooms of the church are put back in the location where they originally were.
- ALL decorations are taken down and disposed of properly.
 - There is a dumpster located on the north side of the building next to the garage. See your Wedding Coordinator if you have any questions.
- ALL items that were holding decorations in place have been removed and disposed of in the dumpster.
- ALL flowers have been removed and disposed of in the dumpster.
- ALL rooms used for dressing rooms must be emptied and disposed of hangers, plastic bags, pins, flower boxes, etc.
- ALL wedding programs are picked up and disposed of properly in the recycling bin near the dumpster.
- ALL food and beverages brought in by the wedding party are disposed of properly in the dumpster.
- Vacuum any room you used that needs to be vacuumed (a vacuum can be found in the room 300).

(Signature)

Return to RLC office or your Wedding Coordinator after your wedding.

MEMBER WEDDING FEE LIST

The wedding is considered a "Member Wedding" when either the bride or groom is an active member of the congregation prior to the wedding.

On Site Fees

Damage Deposit \$150 – Due **at time** of Reserving Date
Reservation Fee \$150 – Due **at time** of Reserving Date
Wedding Fee \$650 – Due **one month prior** to wedding

Damage Deposit and Reservation Fee is due at time of Reserving date.

* \$150 will be refunded in full after the wedding if the facility requires no special custodial attention and/or repairs. If the facilities utilized require cleaning (as determined by the Resurrection staff) a custodial fee will be charged to clean the facility at a rate of \$20.00 per hour. This is deducted from the damage deposit.

** This fee includes rehearsal time, the rental of the Worship Center, Sound Coordinator, Wedding Coordinator, Prepare/Enrich Sessions and Honorarium for the Pastor. *(The kitchen may be used for a light lunch for the bridal party, as available, if having a reception, see the Reception Fees).*

Resurrection requires each couple to participate in the Prepare/Enrich Counseling Program by the Pastor or an alternate program recommended by the Pastor.

Off Site Fees

Reservation Fee \$300 – Due **at time** of Reserving Date
Wedding Fee \$100 – Due **one month prior** to wedding
**Mileage/Hotel \$\$

These fees include Prepare/Enrich Sessions and Honorarium for the Pastor.

Resurrection requires each couple to participate in the Prepare/Enrich Counseling Program by the Pastor or an alternate program recommended by the Pastor.

** Mileage to/from Rehearsal & Ceremony at \$.60/mile – **\$\$ Determined by location**

** Hotel allowance for weddings 60 miles or further from Monticello – **\$\$ Determined by location**

NON-MEMBER WEDDING FEE LIST

The wedding is considered a “Non-Member Wedding” when neither the bride nor groom is an active member of the congregation prior to the wedding.

On Site Fees

Damage Deposit \$150 – Due **at time** of Reserving Date
Reservation Fee \$150 – Due **at time** of Reserving Date
Wedding Fee \$850 – Due **one month prior** to wedding

Damage Deposit and Reservation Fee is due at time of Reserving date.

* \$150 will be refunded in full after the wedding if the facility requires no special custodial attention and/or repairs. If the facilities utilized require cleaning (as determined by the Resurrection staff) a custodial fee will be charged to clean the facility at a rate of \$20.00 per hour. This is deducted from the damage deposit.

** This fee includes rehearsal time, the rental of the Worship Center, and two changing rooms, Sound Coordinator, Wedding Coordinator, Prepare/Enrich Sessions and Honorarium for the Pastor. *(The kitchen may be used for a light lunch for the bridal party, as available, if having a reception, see the Reception Fees).*

Resurrection requires each couple to participate in the Prepare/Enrich Counseling Program by the Pastor or an alternate program recommended by the Pastor.

Off Site Fees

Reservation Fee \$300 – Due **at time** of Reserving Date
Wedding Fee \$450 – Due **one month prior** to wedding
** Mileage/Hotel \$\$

These fees include Prepare/Enrich Sessions and Honorarium for the Pastor.

Resurrection requires each couple to participate in the Prepare/Enrich Counseling Program by the Pastor or an alternate program recommended by the Pastor.

Mileage to/From Rehearsal & Ceremony at \$.60/mile – **\$\$ Determined by location

Hotel allowance for weddings 60 miles or further from Monticello – **\$\$ Determined by location

RECEPTION FEES (for both members and non-members)

*Damage Deposit \$150 – Due **at time** of Reserving Date
Building Usage \$375 – Due **one month prior to Reception

* Damage Deposit will be refunded in full if the facility requires no special custodial attention and/or repairs.

** Building Use Fee cover the building costs for up to four hours. For any time beyond four hours, please add \$30/hr.