

Date of Application: _____

SECTION – A: POLICY INFORMATION

The Village Church building is available for weddings and receptions. An application must be filled out for consideration by the church board at least four (4) weeks prior to the date desired. Applications for use of the sanctuary will be considered for both members of Village Church, and non-members. Approved applicants must agree to abide by the following policy:

1. **Governing Principle:** Wedding ceremonies held within our facility are to be held to a standard of simplicity and dignity. This wedding policy is established to bring clarity and fairness to the process of using the church building. All issues and ideas cannot be foreseen. Written special requests will be considered at the time of application.
2. **The Couple:** Our sanctuary is dedicated to the worship of Jesus Christ as Lord and Savior. All weddings will be Christian and the couple married must be of the same faith group.
3. **Officiating Minister:** It is the responsibility of the officiating minister to ensure that the couple can be legally married according to Civil laws and the Biblical guidance given in the current Seventh-day Adventist Church Manual, published by the General Conference of Seventh-day Adventist's. The officiating minister must be legally qualified to perform weddings in the Commonwealth of Massachusetts. A marriage license can be secured from any town/city hall in the state. This marriage license must be in hand, at the church, at the time of the wedding.
4. **Pre-marital Counseling:** The officiating minister should provide pre-marital counseling to the couple, alerting them to the responsibilities of marriage to one another, the church, and their community.
5. **Ceremony Arrangements:** It is the responsibility of the couple to make arrangement for the ceremony (and reception) including pastoral service, organist, musicians, decorations, etc.
6. **Rehearsal:** To avoid conflicts with other church activities, the rehearsal date and time must be approved on the Wedding Application. Rehearsals may not be conducted during the Sabbath hours.
 - 6a. **Time.** The time allowed for rehearsal and decorating is 2 hours. The time allowed on the day of the ceremony is 4 hours.
7. **Respect & Reverence:** The thrill of a wedding brings great joy and happiness, but dignity should permeate both the rehearsal and wedding ceremony. We ask that the dress of participants be modest. We ask that the building be respected by using no tacks or nails or any damaging tape on the walls, woodwork, or pews. We ask that no rice or confetti be used inside the church or on the church grounds. We ask that candles, if used, be drip-less, and concern for safety be a major concern in their placement. No smoking is permitted, nor the use of alcohol.
8. **Music:** All music performed in the wedding ceremony should be dignified and bring glory to God. The couple is responsible for securing and remunerating the musicians. Recorded music, if used, must be converted into a file which is compatible to be played in a computer. Compact disc's will not be used during the wedding ceremony.
 - 8a. **Audio Technician.** Church Policy requires that the church audio system and a Village Church trained technician be used for events in the sanctuary – if the system is needed. The technician will set up the microphones; run pre-recorded music, if any.
9. **Restoration of Sanctuary:** The present platform furniture may be moved. The moving of the Grand Piano is not an option. It is the responsibility of the wedding party to ensure the building is restored to its normal

condition within 24 hours of use. The couple is to assume full pecuniary liability for all damages to church property resulting from the rehearsal or wedding day use.

10. Wedding Fees:

Refundable Damage Deposit \$300.00 (All Parties)

Village Church Members No Charge

Non-Members \$500.00

All fees and deposit must be paid one month prior to the wedding date. The check for the Refundable Damage Deposit should be separate from the check for other feeds. The checks should be made out to the "Village SDA Church", and mailed to the address at the top of the application.

The Damage Deposit will be returned if no damage is done to the building or grounds.

All parties who leave the building unclean and out of order, but undamaged will lose the cost of cleaning from their Damage Deposit.

The Fellowship Hall is available for the use of Wedding Receptions. The Policy and Application for the use of the Fellowship Hall should be obtained and sent in at the time of the Wedding Application.

The Village Church reserves the right to preempt confirmed reservations up to six months before the date reserved. You are required to adhere to the following stipulations in connection with this rental application and agreement.

SECTION — B: PEOPLE INFORMATION.

(Please print or type)

Full name of applicant _____

Address _____

Mailing Address _____
(If different from home address)

City/State/Zip code _____

Phone #'s: Home Day-time _____

Email Address: _____

Are you a current member of the Village Church? YES NO

Date of use requested? _____

Name of the Bride _____

Address _____

City/State/Zip code _____

Phone #'s: Home Day-time _____

Email Address: _____

Are you a current member of the Village Church? YES NO

Are you a current member of the Seventh-day Adventist Church? YES NO

Name of the Groom _____

Address _____

City/State/Zip code _____

Phone #'s: Home Day-time _____

Email Address: _____

Are you a current member of the Village Church? YES NO

Are you a current member of the Seventh-day Adventist Church? YES NO

Name of the Officiating Minister: _____

Phone Number: _____

E-mail Address: _____

Name of the Wedding Coordinator: _____

Phone Number: _____

E-mail Address: _____

Name of the Organist: _____

Phone Number: _____

E-mail Address: _____

Name of the Florist: _____

Phone Number: _____

E-mail Address: _____

SECTION – C: EVENT INFORMATION

Date and day of week of wedding _____

Time of Day - _____

Date and day of wedding rehearsal _____

Time of Day - _____

Do you need the audio system for rehearsal? YES NO

- Wedding
- Personal event. Please specify
- Public event. Please specify
- Religious event. Please specify
- SNEC sponsored event. Please specify
- Other. Please specify

Equipment requested (Check all applicable)

- Audio System
- Candelabra (4 available, with 7 candle-holders each). How many?
- Unity candelabra (with 3 candle-holders).
- Kneeling bench (1 single unit; 1 double unit, which match pews). Which one?

Sanctuary statistics.

- a. Center aisle is 80 feet long.
- b. Windows: 5 right front; 6 left front; 8 left back
- c. 24 pews: 11 in front section; 13 in back section

SECTION — D: APPLICANT’S ACKNOWLEDGMENT

I have read this policy and I understand the requirements and will adhere to these requirements. If I cause any damage to the facilities or equipment, I forfeit my entire security deposit. I also understand that if my security deposit is to be returned to me, it will not be for at least three weeks after my rental. I understand that by signing below, I am affirming that I am the person responsible for this rental. In the event there is damage as a result of this rental and the security deposit does not cover the cost of that damage, I agree to pay the additional amount required.

Print name: _____

Signature: _____

Date: _____

Mail to:

Village SDA Church
PO Box 866
South Lancaster MA 01561

www.southlancastervillage.org