

**First United Church of Christ**  
300 Union Street, Northfield, MN 55057

**Wedding Use Request Form**

<b>Contact Information</b>	
Name _____	
Address _____	
_____	
Phone (H) _____ (C) _____	
Email _____	

<b>Contact Information</b>	
Name _____	
Address _____	
_____	
Phone (H) _____ (C) _____	
Email _____	

Rehearsal Date \_\_\_\_\_ Rehearsal Time \_\_\_\_\_

Wedding Date \_\_\_\_\_ Wedding Time: \_\_\_\_\_

Officiant Name \_\_\_\_\_  First UCC  Other (fill out below)

Church Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Organist Information**

First UCC Organist  Other (see below)

Name \_\_\_\_\_

Phone (H) \_\_\_\_\_ (C) \_\_\_\_\_

Email \_\_\_\_\_

We will be using the piano

**Other Musician Information**

Name \_\_\_\_\_

Instrument \_\_\_\_\_

Phone (H) \_\_\_\_\_ (C) \_\_\_\_\_

Email \_\_\_\_\_

We will be using recorded music

**Fees paid to First UCC, due upon receipt**

Church Members: \$500 Non-Members: \$750

This fee includes: the use of the Sanctuary for the rehearsal and wedding; use of classroom(s) for wedding party changing area(s); incidental use of Assembly room for wedding party for snacks; First UCC wedding hostess; sound technician; custodial service following the service. This fee also includes a \$100 damage deposit that will be refunded to you 2 (two) weeks after your wedding upon inspection of the facility and everything is returned to the condition it was found.

Refundable key deposit - \$50 (in addition to above fee; this will be refunded upon return of the key)

**Fees paid to others, due at the rehearsal**

\$250 - \$300 Minister's Honorarium

\$200 - First UCC Organist

Other musicians as negotiated

**Additional Options**

\_\_\_\_\_ Nursery \$35

\_\_\_\_\_ Assembly Room (see Building Use Request Form)

Signature \_\_\_\_\_

**For Office Use Only**

Amount Paid: \_\_\_\_\_ Check Number: \_\_\_\_\_ Date: \_\_\_\_\_

Pastor Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Damage Deposit Refunded: \_\_\_\_\_ Date: \_\_\_\_\_

## **Use of Church Facilities Policies and Procedures For Weddings**

*All persons or groups using the church facilities are expected to clean up, return things to their proper place, shut off all lights, and lock all exterior doors.*

**SMOKING, ALCOHOLIC BEVERAGES, AND GUNS ARE PROHIBITED ON FIRST UCC PREMISES. PERFUMED FRAGRANCES ARE DISCOURAGED SO ALL WILL FIND FIRST UCC A WELCOMING AND HEALTHY SPACE TO WORSHIP AND ATTEND EVENTS.**

**WEDDING USE FORMS:** A completed Wedding Use Request Form and all relevant fees and deposits are due when reservation is made. Standard use of the building and/or grounds must be scheduled through the office manager during regular office hours and require approval by the Pastor.

**CHILDCARE:** If your wedding requires a separate child-care room you shall pay an additional room usage fee and follow the Child Care Policy Statement of the Christian Education Committee.

**NON-REFUNDABLE FEES:** Since both use of the church facilities and scheduling are a cause of extra expenses to the church, nonrefundable fees are charged at the time of scheduling.

**KEYS:** An authorized person in your party must arrange for key pickup and return to the church office within 1 week of the wedding. Key may also be returned to the wooden box outside of the office. A refundable deposit is required, and will be returned within 2 weeks of receipt of the key.

**DAMAGE DEPOSIT:** A refundable damage deposit is required with the completed Wedding Use Request Form. Portions of the deposit may be retained to compensate for any damages or additional cleanup cost attributable to the person/group. User will be billed for damages not covered by the deposit. Upon satisfactory inspection of the facility after use, the damage deposit will be returned to the person/group within 2 weeks of the event date.

**LIABILITY:** Persons or groups using church facilities will be liable for any damage resulting from their use.

**SUPPLIES:** Church linens, towels, and other supplies are to be used for church activities only. Outside groups, wedding parties, etc. are expected to provide their own supplies.

**TABLES AND CHAIRS:** First UCC staff is not responsible for setting up the facilities. Setup and take down of tables or chairs are the responsibility of the person/group using the facility.