

**TUCKSTON UNITED METHODIST CHURCH
WEDDING POLICIES FOR
TUCKSTON UNITED METHODIST CHURCH MEMBERS**

ELIGIBILITY AND SCHEDULING:

Members should contact the church office to reserve a tentative wedding date and to schedule an appointment to fill out the Church Reservation Form. At this time you will receive the Wedding Policies and Wedding Information Sheets.

Non-member weddings may be scheduled no sooner than six months prior to the wedding. They, too, would follow the preceding and following steps.

No weddings may be scheduled on Easter weekend, Thanksgiving weekend, or the first, third or fourth weekend in December, or Christmas Eve or the weekend of Christmas Eve.

Non-member weddings will not be scheduled between Thanksgiving and New Year's Day.

The wedding will officially be on the church calendar only after consultations are completed.

Our Wedding Director must open the facility for the wedding two hours before the event unless otherwise arranged. The Custodian will secure the facility when activities are completed.

CONSULTATIONS:

Contact the clergy involved to schedule him or her for the wedding. Tuckston United Methodist Church Clergy must approve guest ministers for all weddings. Tuckston UMC Clergy must be present unless a United Methodist Minister has permission from Tuckston UMC Clergy to perform the wedding. All services must be approved by Tuckston UMC Clergy.

You will be contacted by one of the church approved directors to set up a meeting to review wedding plans. Bring the completed Wedding Information Sheet to the initial meeting.

Make an appointment with the Organist. Music selections must be appropriate for a service of worship and must be approved by the Director of Music Ministries/Organist. A guest organist may be used (deposit required) with the approval of the Organist. Secular texts must be approved by the pastor in charge. Secular music for reception must be approved by pastor in charge.

If the church sound system is to be used (this includes cordless microphone for minister), contact the church office to get telephone number of church's approved sound technician/system operator. (See fee schedule attached.)

DECORATIONS

Simple decorations are preferred and must be removed following wedding unless prior arrangements have been made..

The sanctuary or chapel will be available for decoration six hours before the ceremony. (It may be available earlier by checking with the church office.)

For a Saturday morning wedding, the sanctuary or chapel will be available on Friday evening until 9:00 P.M. unless there is a previously scheduled event.

The furniture in the chancel area may not be moved without permission of Tuckston United Methodist Church Wedding Director. If furniture and/or banners (ceiling) are to be removed, there will be an additional "Set Up" charge of \$100.

No decorations may be used on the communion table without approval of TUMC Wedding Director.

Christmas decorations may not be moved or changed.

Tape, staples, pins, glue, tacks, or nails may **NOT** be used to attach decorations.

RECEPTIONS AND KITCHEN USE: (See deposits and fee schedules attached.)

If food is to be served to guests availability of kitchen it must be cleared through the church office.

All caterers must meet prior to event with our Director of Food Services and must provide a certificate of insurance showing coverage of at least \$1 million in liability insurance.

Caterers will have access to the Fellowship Hall and the Kitchen the day of the wedding. These areas may be available the day before until 9:00 P.M. if there are no other church activities scheduled.

Kitchen equipment may **NOT** be used or meals may not be prepared in the kitchen by anyone unless supervised by trained kitchen technician. Limited preparations such as cutting up fruit and sandwiches are permissible provided the caterer uses his or her own equipment. E.g., knives, cutting boards, trays, etc.

Persons under 14 years of age are not allowed in the food preparation area.

Caterers may use the refrigerator, warming ovens, the pot-washing and vegetable sinks for rinsing dishes or food preparation, and counter top cleaning.

Caterers may employ TUMC kitchen staff to operate the dishwasher contingent upon availability of the kitchen staff. Anyone needing the services of the Food Services staff must fill out a "Request for Services" form, which is available from the church office.

The custodian will set up equipment for the reception. This service is included in standard fees. A diagram should be turned into the church office a week prior to the wedding. Furniture from other parts of the church may not be moved to reception areas. Nothing may be nailed, stapled, tacked, taped or glued to doors, walls or columns in the Fellowship Hall.

The kitchen, including the floors, must be left clean.

Garbage must be placed in bags and taken to the trash cans behind the kitchen.

Under no circumstances may church supplies be used (i.e., coffee, tea, sugar, napkins, salt, pepper, and cleaning supplies, etc.)

The church reserves the right to deny privileges to any caterer not adhering to these policies.

Only birdseed may be thrown at the couple upon departure and only outside the church building.

PHOTOGRAPHER AND VIDEOGRAPHER:

No flash photographs may be taken during the ceremony. Non-flash photographs may be made from the narthex of the sanctuary and the rear of the Chapel.

Video filming must be discreet and positioning of camera must be approved by TUMC Wedding Director.

The ceremony begins when the music begins and ends when the mothers have left.

WEDDING FEE SCHEDULE

		<u>MEMBERS</u>	<u>NON-MEMBERS</u>
<u>Rental</u> - Check made out to Tuckston			
	Fellowship Hall	n/a	\$300
	Sanctuary	n/a	\$400
	Chapel	n/a	\$300
	Family Life Center	n/a	\$25/hour
<u>Custodial</u> - Check made out to Tuckston marked "Custodial Fee"			
	Sanctuary	\$100	\$100
	Set up fee to remove furniture and/or banners	\$100	\$100
	Fellowship Hall	\$75	\$75
	Sanctuary and Fellowship Hall	\$175	\$175
	Chapel	\$50	\$50
	Chapel and Fellowship Hall	\$125	\$125
	Family Life Center	\$75	\$75
<u>Minister</u>		Suggested Fee \$200	\$300
<u>Organist*</u>		\$150-\$250	\$150-250
<u>Director**</u>	Sanctuary	\$200	\$250
	Chapel	\$200	\$250
<u>Industrial Kitchen Mgr.</u>		\$50 - first hour \$20 each add. Hour	\$50 - first hour \$20 each add. Hour
<u>Custodian</u>	See schedule above		
<u>Audio/Visual Tech.***</u>		\$50 - first hour \$20 each add. Hour	\$50 - first hour \$20 each add. Hour
<u>Nursery Workers ****</u>		\$15/hour (1 hr minimum)	\$20/hour (1 hr minimum)

*For weddings this fee includes consultation, one rehearsal with the soloist, the rehearsal and the wedding

**Fee includes consultations, rehearsal and wedding (two hours prior to the wedding). If other services are required additional charges will apply according to the Wedding Director in charge. Additional time will be \$50/hour.

***Four hour maximum, including rehearsal

****Marie Evans must be contacted to schedule nursery workers (706-549-0937 or cell 706-255-2330). Checks should be made out to the individual nursery workers.

Fees are due in the church office two weeks prior to the ceremony.

REFUNDABLE DEPOSITS*

		<u>MEMBERS</u>	<u>NON-MEMBERS</u>
<u>Organ</u>	To be used only by organists approved by Tuckston	\$100	\$100
<u>Industrial Kitchen</u>	To be used only with Kitchen Manager on site	\$150	\$150
<u>Sanctuary</u>		n/a	\$200
<u>Fellowship Hall</u>		n/a	\$200
<u>Sanctuary and Fellowship Hall</u>		n/a	\$300
<u>Chapel</u>		n/a	\$150

**TUCKSTON UNITED METHODIST CHURCH
FACILITY REQUEST FORM**

Name of Group Requesting Space: _____
 Contact Person: _____ Phone (home) _____
 (Cell) _____ (Work) _____ E-mail address _____
 Outside Event: _____ Church Event: _____ Wedding _____
 Date of Event: _____
 Booking times of Event: _____ To _____
 Actual Event Time: _____ To _____
 Space Requesting (Please check appropriate area and complete "comments" section):

<u>AREA</u>	<u>✓</u>	<u>COMMENTS (rooms, equipment, set up, etc.)</u>
Meeting Space		
Fellowship Hall		
Kitchen		
Nursery Space		
Sanctuary		
Chapel		
Bride's Room		
Groom's Room		
Youth Lounge		
Gym		
A/V Equipment		
Tables		
Chairs		
Set Up (Explain)		
TV/VCR		
Other/Special Needs		

For Office Use Only:
 _____ Usage Policy distributed
 _____ Proved Non-Profit Status (Outside Groups)
 _____ Deposit \$ _____ Paid
 _____ Amount to be paid to Custodian \$ _____
 _____ Compliance Form signed/returned
 Custodian notified :

A/V tech. notified
 Approved _____ by _____
 Approval date _____
 Party Notified _____ By _____

**UNITED METHODIST CHURCH
FACILITY COMPLIANCE FORM**

As the responsible party for said group meeting at Tuckston United Methodist Church, I understand I must comply with all requirements of the usage policy provided to me by TUCKSTON UNITED METHODIST CHURCH.

I understand that under no circumstances may alcohol beverages be brought or consumed on church property. I also understand that not abiding by church policies can prohibit said group from future use of church facilities.

Responsible Party for Outside Group

Phone

e-mail

Facilities/Office Manager

Date

Wedding Request Form

Tuckston United Methodist Church

Date Submitted _____ By _____

Date of rehearsal _____ Rehearsal Dinner _____ Yes
No

Date of wedding _____ Wedding Reception _____ Yes
No

Time of rehearsal _____

Time of wedding _____

Rehearsal room reserved From _____ To _____

Wedding space(s) reserved From _____ To _____

Bride's Name

Bride's _____ **Address** _____

Bride's Phone Home - _____ Work - _____ Cell - _____

Bride's e-mail _____

Groom's Name

Groom's _____ **Address** _____

Groom's Phone Home - _____ Work - _____ Cell - _____

Groom's e-mail _____

Pastor

Pastor's address and phone # (if necessary)

Organist

Organist's address and phone # (if necessary)

Director

Other Comments

REQUEST FOR FOOD SERVICES

ACTIVITY OR SPECIAL EVENT

DATE OF EVENT OR ACTIVITY

DAY AND TIME

SPONSORING COMMITTEE

OUTSIDE ORGANIZATION

CONTACT PERSON _____ PHONE

FACILITY SPACE REQUIRED

EXPECTED TO ATTEND _____ TOTAL ESTIMATED COST: \$

FOOD/PAPER GOOD REQUEST:

AMOUNT NEEDED	REQUEST ITEMS

COPIES OF FORM TO BE SUBMITTED TO:

FACILITY/OFFICE MANAGER

FINANCE OFFICE