



Guidelines for Weddings

POLICIES AND PROCEDURES

See Facility Use Policy

WEDDING FEES:

- Janitor - \$100 if only sanctuary is used for the wedding
- Janitor - \$100.00 if only a room is used for the reception (such as youth room, FLC, Fellowship Hall.)
- Janitor - \$200 if sanctuary is used for the wedding and the reception is held in one of the church rooms, such as Family Life Center, Youth Room or Fellowship Hall.
- Our janitor is Mike Kamerman. His home phone is 707-9367 or you can leave him a voice mail at the church, 567-4665, extension #106. Cell phone number is 712-737-7445.
- Audio/Video operator - \$35 minimum Sound and Video equipment is to be run only by qualified Maurice Reformed Church personnel and they are responsible for all cleanup of wedding and reception equipment usage. Contact person is Arlin Van Gorp, 722-3345. **You** are responsible to contact Arlin to schedule a sound person for your wedding, pastor, organist, pianist, etc. (A gratuity or gift of your discretion)

GENERAL POLICIES

- The person signing the Facility Use Request form must be present to ensure that the facility is used in accordance with this policy. This person is also responsible for coordinating any needed setup and cleanup.
- Generally, decorations should not alter or damage the facility and should not require more than a half day for reserved preparation time (one full day if reception is being held in our fellowship hall or Family Life Center). These times are negotiable if the church is not rented or used for anything else the few days prior to the wedding/reception. Tacking, nailing or stapling materials is not permitted.
- Maurice Reformed Church maintains a tobacco-free facility and the use of alcoholic beverages is NOT permitted.

CHILD SUPERVISION

- If children are present when the facilities are used, it is required that they be under responsible adult supervision. If the nursery is used during weddings, rehearsals, etc. a reliable attendant must be present to supervise the children. The nursery should be picked up and all personal belongings removed.

KITCHEN POLICIES

- The kitchen must be left clean, in the same condition as it was when the user is finished.
- Please leave dishtowels and cleaning rags for the custodian to wash.
- Please use paper towels to clean up coffee pots and spilled coffee.
- Do not leave any leftover food in the refrigerators, unless it is clearly marked to be used by another group or organization in the very near future.
 - If rehearsal supper is served at church it is the **family's** responsibility to set up, clean up and take down tables.

Guidelines for Receptions in the church...

- If you desire the Maurice Women's Ministry to serve at your reception, contact **Nov Van Regenmorter** (737-8772), chairperson of the Service/Work team, for costs and other information regarding serving.

Items Available for Use in Church

- 95 padded red/silver chairs (for use in Fellowship Hall)
- 50 padded red chairs (for use in Fireside room)
- 275 metal folding chairs (Family Life Center)
- 37 round tables
- 12 8' long tables
- 2 6' long white tables
- 4 4' white rectangular tables
- 4 tall round tables in Youth Activity Room
- 12 tall chairs in Youth Activity Room
- 2 round white card tables
- White paper disposable tablecloths for round tables (cost is \$4.00 per tablecloth)
- White plastic table paper (\$1.00 per table)
- 3 round lace tablecloths
- 9 long rectangle lace tablecloths

Table skirts	Silver service
Coffee carafes	Water pitchers
Punch Bowl	Two Candelabras
Kneeling Bench	White Metal Archway
Artificial trees and plants	

- In addition to the previous listed items, we have a large variety of wedding accessory items available for use at your wedding and/or reception. These items may also be used at a wedding reception outside of the church. There is no cost to use these accessories. Please contact Nancy De Jager (567-4341) or Julie Leusink (722-3062) soon after you set your wedding date to make an appointment if you wish to check out these accessories.

General Information

- Sanctuary Aisle is 60 ft. long (from back of sanctuary to front steps of pulpit)
- # of Center aisle pews – 17 on south side and 15 on north side

WEDDING POLICIES

- Please set up a time to meet with the janitor shortly after setting your wedding date.
 - Final arrangements are to be made with the janitor two weeks before the event.
- Activities must be confined to the rooms of the building being rented.
- Upon completion of the activity, the areas used shall be returned to their original condition. All personal items are to be removed immediately following the wedding/reception. The group using the facility shall be responsible for any damages or additional services incurred relating to the group's activity.

- In an effort to allow enough time to clean, Friday night users are requested to be out of the facility by 9:00 p.m. All items should be removed and rooms put back in order. (If you wish to pick up any items on Saturday morning they may be placed in the room behind the pulpit overnight and picked up by 10:00 a.m. Saturday morning.
- **Saturday users are requested to be out of the facility by 6:00 p.m.**
Wedding/Reception times should be planned accordingly.
- Nails and thumbtacks may not be used to fasten decorations to chairs, platforms, furniture, walls, or windows. Tape is permitted if completely removed when taking down decorations.
- No rice or confetti may be tossed anywhere inside or outside the building. Birdseed, rose petals, and bubbles may be used **outside** the building.
- Lit candles (**dripleless**) in the candelabras are permitted. Carrying of lit candles is not permitted, except the unity candle. Candles are not allowed on furniture. All floors must be protected from wax with a protective covering. Tablecloths are to be protected by plastic from burning candles. Holiday decorations are NOT to be removed. An additional \$50 will be charged if there is wax on any surface or tablecloths.
- Wedding dances are not permitted.
- NO Alcohol is permitted in the church building or on the church premises.
- Whenever an organist, other than our church organists, is invited to provide music, he/she may schedule a time of practice with the secretary or custodian.
- Bride and groom need to assign a reliable friend or family member to oversee the gift/card table. The wedding janitor will not be responsible for or handle any gifts or cards.

January, 2019