

## EAGLE LAKE LUTHERAN CHURCH USAGE POLICY <sup>1</sup>



In regard to weddings, all of the above guidelines apply. Additionally, the following are guidelines which specifically pertain to weddings:

**General Guidelines** for any event occurring in our church or on the church grounds:

- Programs and entertainment will respect the sanctity of the building
- Parties using the building will confine themselves to the area(s) reserved for their use.
- There will be no smoking in the church building.
- Alcoholic beverages are not allowed in the building or on the grounds.
- Replacement of missing and/or broken church property will be the responsibility of the party(ies) using the church.
- When using any church furnishings, check with church office as to scheduled events that may be using the item(s) you are requesting.
- All items brought into the church i.e. gifts, clothing, flowers, decorations, food, personal items, etc. must be removed in a timely manner following the event.
- No dishes or equipment are to be removed from the church without checking with the office.
- Red or purple punch is not allowed.
- If using tape for decorating, use masking tape rather than Scotch tape or duct tape.
- Only cut flowers are allowed on the altar.
- Food and beverages are not allowed outside the kitchen and fellowship hall.
- Candles are only allowed in the chancel area.
- Liturgical paraments and decorations already in place must stay in place.

- Birdseed, confetti or rice are not allowed on church property
- The bride and groom will schedule rehearsal and wedding times with the church office.
- The Wedding Coordinator is required at all weddings and rehearsals.
- The music for a church wedding should create and sustain a worshipful mood. All wedding music, poetry and original writings used in the service are to be Christian in nature and meet with the approval of the pastor.
- Any guest organist must be familiar with pipe organs.
- An Eagle Lake Lutheran audio technician is required for all sanctuary weddings to ensure that the sound system is operated properly.
- A church wedding indicates simplicity and reverence for God. The worship service used by Eagle Lake Lutheran utilizes congregational participation, such as singing and shared prayers.
- The couple must attend several premarital counseling sessions with the pastor, which will include a pre-marital inventory. In order to comply with State requirements for marriage license, 12 hours of counseling and the pre-marital inventory are required.
- Photographers and videographers must consult with the pastor prior to the ceremony. The sanctuary is available prior to the wedding ceremony for photos and decorations. The use of flash cameras or flood lights is not allowed during the ceremony.
- Decisions regarding flowers, decorations, candles, tables etc. should be made in conjunction with the Wedding Coordinator. The couple is responsible for removing all decorations, etc., and returning the church and the fellowship hall, as well as any other rooms used, to their original state. The church custodian will provide general cleaning following the wedding service and reception.
- Items used for a reception such as tablecloths, doilies, etc. will be cleaned by a WELCA person. WELCA must be notified that these items will be used and they will need to be cleaned.

- Purchasing and preparation of the food is the couple's responsibility. WELCA will serve the food if needed.
- Marriage license needs to be given to the church office one (1) week prior to wedding ceremony.
- Send the pastor and the spouse an invitation if you wish them to attend the groom's dinner and/or reception.
- Deposit is required to reserve date on the calendar.
- All other fees are due by the day of the wedding ceremony.

### **Fees:**

#### Rental of Space:

- Members: \$150.00 deposit (refundable)
- Non-Members: \$150.00 deposit plus \$150.00 fee

- Pastor: Honorarium
- Organist: Suggested \$150.00
- Sound Board Operator: \$40.00
- Custodian: \$60.00; additional fee may be charged if the reception is held in fellowship hall
- Wedding Coordinator: \$150.00
- Reception: \$2.00 per person for buffet service, or \$3.00 per person if guests are served at the table. This will cover the use of dishes, dishwasher and tablecloths, if those are desired.
- Inventory: \$30- \$35 due when inventory is taken.

### **FUNERALS**

All of the above guidelines apply.

Fees for the organist, sound board operator, kitchen, custodian and honorarium for the Pastor are usually arranged through the funeral director. If there is no funeral director, please consult with the Pastor.

<sup>1</sup> Adopted by Church Council on 10-11-12. Document to be reviewed annually.