



gracechapel

## USE OF FACILITIES

Our facility is available for use by couples where at least one is a member of Grace Chapel. Grace Chapel does not charge for the use of the facility. Depending upon the intricacy of your ceremony, you can expect to incur costs of approximately \$500 for services related to the use of the facility. Services include fees for a custodial team, sound technician, and wedding facilitator. A gratuity for the officiant is not required.

### **Submit Request Forms**

Please fill out and return the request forms and appropriate worksheets to the office when completed.

### **Contact Our Wedding Facilitator**

After your first interview with a pastor, a wedding facilitator will contact you regarding the details of your wedding. You may contact the facilitator at any time during the process with general wedding questions.

## GENERAL POLICIES

### **Fees**

Grace Chapel does not charge for the use of the facility. However, there are some basic costs that are associated with weddings at Grace Chapel. These include fees for services performed by the wedding facilitator, sound technician, and custodial staff (a gratuity for the officiant is not required). These costs generally run approximately \$500 for a wedding and a reception, or approximately \$400 for just the ceremony without a reception.

The wedding facilitator will provide an invoice of your total costs at your initial meeting. A down payment of 50% of that amount is required to reserve the facility for your date. The balance is due on or before the time of your rehearsal. Arrangements can be made for a small, intimate wedding ceremony in the multi-purpose room, usually at under \$275.

## **Wedding Facilitator Meeting**

Here at Grace, we want your wedding to be as enjoyable as possible. A wedding facilitator will contact you shortly after your initial premarital discipleship session with a pastor or ministry leader. At your initial appointment the context of this handbook will be discussed in detail and the process will get underway to help make your wedding day truly enjoyable. We hope that we may serve you in a manner that you feel God's hand upon you as you begin your new life together.

## **Lobby**

This area may be used for wedding receptions. The marriage couple may host a reception in the lobby areas as simple as cake and punch or as elaborate as a fully catered dinner reception. Please be aware that there are no full kitchen facilities available. Food and beverages are only permitted in the lobby and outside the front of the building.

## **Smoke and Alcohol**

Our building is smoke free. No alcoholic beverages are allowed on church premises. The wedding couple may use champagne to toast with. All other guests are invited to use nonalcoholic beverages for the toast and refreshment.

## **Dancing**

Dancing is permitted for the wedding party and immediate family as a part of the reception celebration. Our lobby (the designated reception area) is not designed for a disc-jockey set-up or a live band set-up and it isn't large enough for setting up tables, and having an entire wedding party and attending wedding guests to dance. However, we would love for you as a newly wed couple to be able to have your first dance, a father-daughter dance and a mother-son dance. Please feel free to bring in your own CD player and reasonable sized speakers to enjoy your first dance and then to have background music for your reception. (CD player, iPod dock, and speakers are not provided)

## **Scheduling Ceremony**

The wedding facilitator will discuss your wedding needs with you and schedule the church accordingly. Please be mindful that Thursday and Friday are workdays for the church office. We will do our best to accommodate you. Your consideration to keep the volume down would be greatly appreciated.

## **Scheduling Setup Time**

For a Friday wedding, the sanctuary can usually be scheduled for decorating on Thursday afternoons. The lobby can be decorated on Friday after 1:00 PM. It is best to start decorating in the sanctuary and then proceed to the lobby. Our custodial team will set up tables and chairs according to the predetermined needs that you have communicated to the wedding facilitator.

## **Scheduling Rehearsal**

Wedding rehearsal should be scheduled for the day before the wedding and may take up to two hours. The following times are available.

- **Friday Ceremony**  
Rehearsals are scheduled at 4:30 on Thursday evening, ending by 6:30.
- **Saturday Ceremony**  
Rehearsals are scheduled at 4:30 on Friday evening, ending by 6:30.

## **Rehearsal**

Please be prepared to begin your rehearsal promptly as it may take the full two hours. Things you will need to bring to rehearsal are:

- Your marriage License
- CD of music being used
- Balance of payment due

All those in the wedding party should plan to attend the rehearsal. This includes ushers and musicians. The sound technician and wedding facilitator will be there to assist you.

## **Decorations**

Nails, tacks, tape, etc. may not be used to secure decorations to the church property. We suggest you use zip ties or pins to affix decorations. Dripleless candles are permitted in the sanctuary. We have some wedding decorations that you may use at no charge. Putting up and taking down of decorations will be your responsibility.

## **Clean Up**

All of your property must be removed after the reception. On Saturday, the reception area and sanctuary need to be vacated and ready for janitorial service to begin heavy cleaning by 8 pm, as we have a service the following morning and some ministry teams need access to the building on Saturday night.