

## **Allentown Seventh-day Adventist Church Wedding Policy**

The Allentown Seventh-day Adventist Church is happy to provide its facilities for your wedding. In general, this policy pertains to members of the Allentown SDA Church, but non-members may be married in our sanctuary with the approval of the pastor and church board.

### **To reserve the church for your wedding:**

1. Read the following wedding policy guide.
2. Sign and return this form to the church office with all fees.
3. Arrange for pre-marital counseling with the pastor.

All requests for using our church facility require approval by the church board. Please submit this form with all fees when reserving the church. All arrangements for use of the church should be considered tentative until all fees are paid and a completed copy of the application is returned to the bride or groom with approval indicated.

**Member Fees:** All fees are due in full when reserving the church.

\$250 – use of the sanctuary, the services of a deacon or deaconess and the services of an AV technician for up to 5 hours the day of the wedding and up to 2 hours for rehearsal and/or decorating.

\$500 – use of the above plus the use of the fellowship hall and kitchen

Some of these fees may be refunded depending on the number of hours and additional cleaning needed.

**Non-Member Fees:** All fees are due in full when reserving the church.

\$500 – use of the sanctuary, the services of a deacon or deaconess and the services of an AV technician for up to 5 hours the day of the wedding and up to 2 hours for rehearsal and/or decorating.

\$750 – use of the above plus the use of the fellowship hall and kitchen

Some of these fees may be refunded depending on the number of hours and additional cleaning needed.

### **Decorations**

Rental fees do not include decorations. It is the responsibility of the wedding party to decorate the sanctuary. Times are restricted to non-Sabbath hours and must be arranged when reserving the church. The time spent decorating the church should not exceed 2 hours and decorations must be approved beforehand. Throwing of rice, confetti, and use of glitter etc. is not allowed in the church or on the property surrounding the church. No duct tape, tacks, nails or staples may be used to affix decorations. Only dripless candles may be used and protective coverings must be used under candles and flower arrangements.

### **Deacon/Deaconess**

A church representative will open the church up to two hours before the service is to begin and be responsible for closing and locking the church after the service. He/she will also be available to open the church for a rehearsal and decoration time, not to exceed 2 hours.

### **Audio/Visual Technician**

The church will provide an AV tech for the wedding service. Please communicate your AV needs to the pastor in advance. Services provided include operating the PA system, playing music from a CD or MP3 and controlling the lighting. Only church authorized personnel may operate the system.

### **Fellowship Hall**

***The fellowship hall accommodates up to 120 guests.*** The use of the fellowship hall and kitchen includes the use of 18 tables and 120 chairs. No decorations are provided. It is the responsibility of the wedding party to provide catering and to leave the kitchen clean and orderly. If the hall and kitchen are left clean, the fee will be refunded to members of the church. No alcoholic beverages or unclean meats (pork or shellfish) may be brought into the church. There is no smoking on the premises.

**Officiating Minister**

An outside minister may officiate subject to approval by the pastor and church board.

**Custodian**

A custodian will clean after your wedding. All personal items must be removed after the service.

**Music**

The church does not provide a wedding consultant or organist. It is the responsibility of the wedding party to arrange for these services.

**Dressing Room**

For your convenience, the chapel may be used as a dressing room for the bridal party. Please remove any personal items after the service.

**No food or beverage may be brought into the church sanctuary or chapel except bottled water.  
The church facility should be left in its original condition.**

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

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

Bride's Full Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Groom's Full Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Officiating Minister: \_\_\_\_\_ Phone: \_\_\_\_\_

Wedding Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_

Organist: \_\_\_\_\_ Phone: \_\_\_\_\_

I/We have read the attached guidelines and agree its provisions.

\_\_\_\_\_  
Bride's signature (Responsible party) Date: \_\_\_\_\_

\_\_\_\_\_  
Groom's signature (Responsible party) Date: \_\_\_\_\_

Approved by \_\_\_\_\_ Date: \_\_\_\_\_