



- 1 7. It is the desire of the Salem UMC family to maintain the reverent ambiance of the  
2 sanctuary at all times. Believing that the sanctuary was so designed to complement a  
3 Christian wedding and celebration, all wedding decorations and appointments are to be  
4 kept to a minimum. Any candles, flowers, ribbons, etc., should be applied in such a  
5 manner as to be easily removed without causing permanent damage to any fixture of the  
6 sanctuary. Bows and or flowers may be hung on the side of pews providing the wood  
7 finish is not damaged. Otherwise, wiring, taping, gluing, stapling, or tacking of  
8 decorations to pews, furniture, or walls is not permitted.
- 9 8. Cleaning of the sanctuary includes vacuuming and the removal of any and all  
10 paraphernalia that was not a part of the original appointments in the sanctuary.
- 11 9. If wax candles are used for any ceremony, a protective cover must be used underneath the  
12 holder and/or candelabra. We encourage the use of liquid candles.
- 13 10. If a professional photographer is used, arrangements must be made for a consultation  
14 with the pastor regarding pictures before, during and after the event. Friends and family  
15 should be discouraged from taking pictures during the service.
- 16 11. The audio/video equipment in the sanctuary may be used for amplification, and  
17 video/image projection purposes. If using our audio and video equipment an A/V Tech  
18 from the church will be required at an additional charge. Please see the fee schedule for  
19 additional information. The wedding party is responsible for all video and audio media  
20 that will be played and for working with the A/V Tech to ensure it is compatible with the  
21 equipment at Salem.
- 22 12. The wedding party is responsible for cleaning all buildings used prior to vacating  
23 the premises. If you choose, you may pre-arrange to pay for our janitorial  
24 services to ensure that the buildings are cleaned appropriately. Failure to properly  
25 clean and restore Salem UMC facilities to their pre-wedding condition will result  
26 in forfeiting the cleaning and damage deposit.
- 27 13. The wedding party must vacate the premises by 11 PM if our janitorial services  
28 are being used and by 12 AM if you are cleaning the facilities yourself.
- 29 14. The altar may not be moved from the raised platform in the chancel area.  
30 Likewise, hymnals are not to be moved from their racks in the pew, except to be  
31 used as a tool for worship in the sanctuary.
- 32 15. All weddings at Salem UMC must have a Wedding Attendant to ensure that this  
33 wedding policy is followed. Additionally, the Wedding Attendant serves as a  
34 liaison between the church and the wedding party.
- 35 16. The deposit and personnel fees are applicable to all wedding parties regardless of  
36 membership status except where noted.
- 37 17. It is the Bride's privilege to select all floral and make all decoration plans for the  
38 wedding ceremony. The plans must be discussed with the Wedding Attendant  
39 and approval given for all decorative items used in the church.
- 40 18. Since the symbols, furniture, and fixtures in the church are already in their proper  
41 place, they cannot be moved without the prior approval of the Wedding  
42 Attendant.
- 43 19. Decorations are not to be placed in the church until a day before the wedding. All  
44 decoration should be removed shortly after the wedding unless prior arrangements  
45 have been made in advance with the Wedding Attendant.

## 46 **THE WEDDING ATTENDANT**

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49 The Salem UMC Wedding Attendant will work with you in planning and conducting the  
50 details of your rehearsal and wedding. As soon as your wedding is officially scheduled,  
51 your Wedding Attendant will call you and provide the following services:

1. Go over the wedding policy and discuss plans.
2. Review the facility and its use.
3. Review and approve decorations.
4. Unlock and lock the building for rehearsal and wedding.
5. Turn on air/heating systems.
6. Make sure the restroom is functioning.

### FEE SCHEDULE

Description	Salem UMC Member/Staff	Non Member
Security Deposit	\$250.00	\$250.00
Sanctuary	\$0.00	\$250.00
Fellowship Hall and Kitchen	\$0.00	\$300.00
Education Building	\$0.00	\$100.00
A/V Tech	\$100.00	\$100.00
Wedding Attendant		\$150.00 Wedding Only \$250.00 Wedding and Reception
Pastor	\$0.00	\$200.00
<b>Optional Services</b>		
Salem UMC Pianist/Organist	\$200.00 Subject to Availability	\$200.00 Subject to Availability
Custodian	\$75.00 Sanctuary \$150.00 Fellowship Hall \$75.00 Education Building	\$75.00 Sanctuary \$150.00 Fellowship Hall \$75.00 Education Building
Wedding Attendant	\$150.00 Wedding Only \$250.00 Wedding and Reception	

Final payment of fees must be made no later than one week prior to wedding and/or reception.

Adopted on May 16, 2016 by a vote of 5 for, 0 against, and 1 abstention by the Salem UMC Governing Board.

**SALEM UMC FACILITIES AND GROUNDS USE  
AGREEMENT – Wedding**

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Wedding Party Name (Bride Last Name/Groom Last Name) \_\_\_\_\_

Bride Name \_\_\_\_\_

Groom Name \_\_\_\_\_

Bride Address \_\_\_\_\_

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

Bride Phone \_\_\_\_\_ home \_\_\_ work \_\_\_ mobile

Bride Phone \_\_\_\_\_ home \_\_\_ work \_\_\_ mobile

Bride Email address \_\_\_\_\_

Groom Address \_\_\_\_\_

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

Groom Phone \_\_\_\_\_ home \_\_\_ work \_\_\_ mobile

Groom Phone \_\_\_\_\_ home \_\_\_ work \_\_\_ mobile

Groom Email address \_\_\_\_\_

Salem UMC Member: Yes No If yes who \_\_\_\_\_

Rehearsal Date and Time \_\_\_\_\_

Wedding Date and Time Needed \_\_\_\_\_

Reception at Salem with Wedding: Yes No

Reception Only Date and Time Needed \_\_\_\_\_

Facilities Requested: \_\_\_ Sanctuary \_\_\_ Fellowship Hall \_\_\_ Education Building

Optional Services Requested: \_\_\_ Custodian \_\_\_ Pianist/Organist \_\_\_ A/V Fellowship Hall

Guest clergy: Yes No If yes who? \_\_\_\_\_

Guest Clergy Phone \_\_\_\_\_

Guest Clergy Email \_\_\_\_\_

Photographer \_\_\_\_\_ Wedding Coordinator \_\_\_\_\_

Florist \_\_\_\_\_ Caterer \_\_\_\_\_

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**To be completed by Salem UMC staff/representative.**  
Fees Assessed

Security Deposit	\$250.00
Sanctuary	\$
Fellowship Hall and Kitchen	\$
Education Building	\$
Wedding Attendant (optional for members)	\$
A/V Tech (if needed)	\$
Pastor	\$
Custodian Services (optional)	\$
Salem Pianist/Organist (optional)	\$
Total	\$

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I \_\_\_\_\_ the above named have received and agree to the Salem UMC Facilities and Grounds Use Policy and agree to follow the stated guidelines therein contained.

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Signed \_\_\_\_\_ Date \_\_\_\_\_

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**Office Use Only**

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\_\_ Deposit Received, How? \_\_ Check # \_\_\_\_\_ \_\_ Cash Date \_\_\_\_\_

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\_\_ Payment Received, Amount \$\_\_\_\_\_. \_\_ How? \_\_ Check # \_\_\_\_\_ Cash\_\_

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Wedding Attendant Assigned \_\_\_\_\_ Notified on \_\_\_\_\_

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Terms Met: \_\_ Yes \_\_ No (If no supply additional information on a separate sheet)

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Deposit Refunded on \_\_\_\_\_ Check # \_\_\_\_\_