



**URBANA FIRST UNITED METHODIST CHURCH  
WEDDING BOOKLET**

*"Helping people to get connected to our Lord and Savior, Jesus Christ;  
to one another; and to the community!"*

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***This booklet lists all the rules and guidelines that apply to your rental application  
and agreement for a wedding ceremony at UFUMC.***

**CONGRATULATIONS!**

We are pleased that you have decided to have your wedding at Urbana First United Methodist Church. The wedding service you are planning has special significance because it is conducted in a church. A marriage ceremony is an act of worship. The guests will not only gather to celebrate your marriage, but

give thanks for God's blessings. The ceremony is a sacred service of worship and is to be conducted with integrity, sanctity, and dignity.

The purpose of this pamphlet is to offer guidelines to couples planning their wedding. The guidelines should be followed and are an important part of First United Methodist Church's ministry to families. Questions about these guidelines may be referred to the Senior Pastor of Urbana First United Methodist Church.

### **AN IMPORTANT MESSAGE FROM THE SENIOR PASTOR**

Marriage is one of the most important steps that two people can take. It is a sacred event signifying a covenant made between the bride and groom and God. We ask couples to take seriously the spiritual significance of being married in the church. It is a sacred occasion symbolizing the beauty, majesty and power of God. We pray that as you enter this covenant, you will keep God at the center of everything you do and continue your commitment to Christ and His Church by faithful and active service after you are married. Getting married in the church is not a fad. It signifies your willingness to live a Christian life and to be in covenant with the faith community.

Joyfully,

**Bob**

Reverend Robert K. Freeman  
Senior Pastor

### **PASTORAL INTERVIEWS AND CONCERNS**

To avoid scheduling conflicts, couples should meet with the officiating pastor before any public announcement of the wedding.

The officiating pastor will counsel the couple regarding their readiness for marriage, the meaning of Christian marriage, and their plans and expectations concerning the ceremony itself. The number of sessions varies according to need.

The Senior Pastor or an Associate Pastor of Urbana First United Methodist Church conduct all weddings. A request for the Senior Pastor to participate in the services should be directed to the Administrative Assistant to the Senior Pastor of Urbana First United Methodist Church. The Administrative Assistant to the Senior Pastor will then communicate the availability of the Senior Pastor.

A request for a guest minister to participate in the services should be directed to the Senior Pastor via the Administrative Assistant to the Senior Pastor. The Senior Pastor will then extend an invitation to the visiting clergy, via the Administrative Assistant, to do the service. The Senior Pastor will make all final decisions regarding the nature of the wedding ceremony.

### **WEDDING STARTING TIME**

It is important that weddings start on time. For example, if the wedding is scheduled at 4:00 PM, the wedding processional is expected to begin promptly at 4:00 PM. Late starting times for weddings intrude on the schedules of clergy and other professionals involved in the service. Late fees will be incurred for weddings that have a late start. A fifty-dollar (\$50) charge will be assessed for each half hour (½) beyond the starting time of the wedding.

### **WHO CAN BE MARRIED AT URBANA FIRST UNITED METHODIST CHURCH**

Typically, only the members or constituents of Urbana First United Methodist Church or their families are eligible to be married at the church. However, non-members can also be married at Urbana First United Methodist Church.

## **FACILITIES**

Weddings are held ONLY in three areas of the church: Sanctuary, Atherton Parlor/ Chapel and the Courtyard. No other rooms are to be used for weddings.

**Sanctuary** - The Sanctuary has a seating capacity of approximately 550. The Sanctuary includes a digital Organ, and a Concert Grand Piano. The Right and Left Isles are 70 feet long, five (5) windows on the left, five (5) windows on the Right, and one (1) upper windows in the balcony and a total of 60 pews. For weddings held in the Sanctuary, this Wedding Packet includes the Library as a dressing room for the bride and her attendants as well as a Class room for the groom, groomsmen and ushers.

The parlor is ONLY available to a guest minister who participates in the wedding ceremony. The parlor is NOT used for any other purposes. Urbana First United Methodist Church reserves the right to change the location of the dressing rooms for the bride and her attendants as well as the room available for the groom, groomsmen and ushers, if warranted.

**Small Allerton Chapel**- The Small Chapel has a seating capacity of approximately 50 and is used for small, informal weddings and includes only an upright Piano and a microphone. For weddings held in the Small Chapel, no other services are included in this Wedding Packet.

**Courtyard**- The Courtyard holds approximately 100 people. Guest usually stand during the ceremony. Contingent plans should be made in case of bad weather. For weddings held in the Courtyard, no other services are included in this Wedding Packet.

**Fellowship Hall** is available for receptions. The seating capacity for Fellowship Hall is approximately 200. UFUMC does provide for food and/or beverage services by professional caterers offered by UFUMC and welcomes the opportunity to serve our members and the community. We pride ourselves in being able to meet the needs of any catering event. The Applicant (Renter) is allowed to bring in outside food for their event.

However, the renter is not allowed to use the UFUMC commercial kitchen. Individuals using the UFUMC commercial kitchen for any purpose such as storing, serving, and/or preparing food will be assessed a rental fee of \$200. The \$200 rental fee allows the Applicant to use the small refrigerator, counters, and ovens only.

All Food Catering Services are subject to the Facility Use Guidelines defined in the Facility Rental Contract/Application. Urbana First United Methodist Church prohibits the use or consumption of any type of alcoholic beverages on the church premises.

## **PHOTOGRAPHS**

Photographers generally take pictures of the wedding party before and after the ceremony. Picture taking is forbidden while the vows are in progress. Videos are permitted during the entire service. Photographers, should not under any circumstances, impede the movement or flow of the wedding service once it has begun. It is the responsibility of the ushers to inform guests to refrain from taking pictures during the ceremony. The minister may stop the ceremony if these guidelines are not followed.

## **FLOWERS AND DECORATIONS**

Floral decorations, bows, and a center aisle runner (70ft) are acceptable, if desired. The use of nails, tacks, or clamps on church furnishings are not permitted. The use of candles of any type must be approved by the UFUMC Wedding Coordinator. Unity candles and/or stand can be requested from the

church at a small cost. Masking tape may be used however, pew clips are preferred. No other tape is permitted. All masking tape, candles, flowers, decorations, etc. must be removed immediately following the ceremony. Weddings are conducted on Fridays or Saturdays, and rehearsals are held on the day before the wedding. There are no weddings or rehearsals scheduled on the same day. The rehearsal should begin promptly and last no more than two (2) hours. There is only one rehearsal per wedding. The UFUMC Wedding Coordinator must review the steps and the movement of the processional in advance of the rehearsal. The order of processional is bridesmaids, maid of honor, ring bearer, flower girl(s), bride and escort.

### **MARRIAGE LICENSE**

The Marriage License should be given to the pastor one (1) hour before the wedding ceremony. All fees should be paid one month prior to the wedding.

### **WEDDING DAY**

The bride and bridesmaids are required to arrive at the church at least two (2) hours before the service.

The groom and the best man are required to be dressed and at the church two (2) hours before the service.

Ushers should arrive at the church two (2) hours before the wedding. The ushers' duties include ushering guests and special family members to their seats 15 minutes before the wedding service.

All fees should be paid one month (30 days) prior to the wedding.

Receiving Lines are not allowed at Urbana First United Methodist Church unless of course, the reception is being held at Urbana First United Methodist Church. For the sake of time, it is suggested that the Receiving Line be formed at the Reception Hall. An announcement may be made stating that the Bridal Party will receive their guests at the Reception Hall. In the event the reception is being held at Urbana First United Methodist Church, the Receiving Line may be formed in the Narthex, Courtyard or the Reception Hall. The usual order is bride's mother, groom's father, groom's mother, bride's father, bride, groom, maid of honor, best man, and bridesmaids.

Arrangements for the delivery and set-up of the flowers and other decorations must be made with the UFUMC Wedding Coordinator one week prior to the wedding. Flowers and decorations should be completed two (2) hours before the wedding service. The UFUMC Wedding Coordinator should be notified as soon as possible if you wish to leave flowers for Sunday Worship Service.

### **MUSIC**

Beautiful music requires careful planning. The music selected can and should enhance the beauty and spirituality of the wedding service. Some secular music, regardless of its appeal is not suitable for inclusion in the wedding service and some music is not appropriate for a church ceremony at all. While it is not the policy of Urbana First United Methodist Church to prohibit the use of secular music, in the interest of preserving the sanctity of the wedding service, Urbana First United Methodist Church reserves the right to make final determinations as to what music may or may not be performed.

The wedding couple is required to provide a complete written memorandum of the selections for music. This information is to be given to the UFUMC Wedding Coordinator who will be responsible for getting the information to the Minister of Music. The Minister of Music will review the musical selections for approval, sign the memorandum and return the approved music to the UFUMC Wedding Coordinator.

Any problems or concerns regarding the musical selections will be the responsibility of the Minister of Music to resolve any conflicts.

The Minister of Music is available to assist in the selecting of appropriate music, procuring a musician and/or soloist. The wedding couple is welcome to use the instruments in the Sanctuary such as, a Concert Grand Piano, Digital Organ but should the services of an outside musician, not on the Urbana First United Methodist Church staff, be selected, the wedding couple will be held liable for any damages to these instruments. Instruments in the Sanctuary may not be moved without written consent of the Minister of Music. Compensation for selected musicians and/or soloists is to be negotiated between the couple planning the wedding and the artist. Urbana First United Methodist Church retains no interest in and assumes no responsibility for the agreed to arrangements.

The Minister of Music prefers that live music and/or musicians are used whenever possible. In the event that recorded music is to be used the following guidelines must be observed:

1. Pre-nuptial music must be on a single Compact Disc (also known as a CD) and submitted to the Minister of Music in writing. This CD is to be given to the Audio/Visual Technician in the Sound Booth at the time of rehearsal. The CD will be returned to the wedding couple immediately following the wedding ceremony.
2. Any accompanying CDs and/or tracks must be clearly marked with each song to be performed on a separate CD. Make sure that the song starts at the beginning of the CD.
3. If plans are to use a recorded song for the professional, record the song at least twice on the same CD in the event that the song ends before the professional is complete. This assures the song will begin a second time immediately.
4. Only the personnel of Urbana First United Methodist Church's Communications Ministry is permitted in the Sound Board area or allowed to operate the sound equipment.
5. The soloist singing at the wedding ceremony is required to be present at the rehearsal.
6. All CDs to be used in the wedding ceremony must be clearly marked, brought to rehearsal and left with Audio/Visual Technician. The CDs will be returned immediately following the wedding ceremony. While it is not necessary for the soloist, singing to a track, to attend the rehearsal, the Audio/Visual

Technician should be informed of special needs with regards to microphones, etc. required at the wedding. Any questions or concerns related to the music should be referred to the Minister of Music.

### **PROCESSIONAL AND RECESSIONALS**

Although the traditional processional and recessional are preferred at Urbana First United Methodist Church, many other pieces of sacred music are suitable for this purpose.

### **SOLOS**

Urbana First United Methodist Church soloists are available for weddings or outside soloists may be used. All soloists and musicians are to be present at the wedding rehearsal. Fees should be arranged with the soloist and the Minister of Music. This fee should be paid by the prospective marriage couple. The vocal music selected for the wedding should be a suitable hymn whether sung by the soloist or the congregation. The Minister of Music is available for suggestions regarding the appropriate music selection(s).

### **REHEARSAL**

The rehearsal is an important part of the wedding. Wedding rehearsals should be conducted one day before the wedding and start between the hours of six and seven in the evening for no more than two (2) hours. There are no weddings or rehearsals scheduled on the same day. The wedding rehearsal should begin on time. Those attending the rehearsal should include: the bridal couple, attendants, soloists (if unfamiliar with the church), guest musicians, parents taking part in the service and the ushers.

In the event, the rehearsal exceeds the normal two (2) hours, the individual(s) who signed the contract will be charged an additional \$50 for each half hour (1/2) beyond the agreed rehearsal time. This amount is to be paid at the time of the rehearsal.

### **FEE STRUCTURE**

Reserving the wedding date on the church calendar requires a security deposit of \$200 for Sanctuary weddings and \$100 for small Chapel and Courtyard weddings at the time of the reservation. The entire wedding balance must be paid one month (30 days) prior to the wedding.

Additional fees are as follows: Use of STEPS in front of pulpit.....\$ 25.00 REMOVAL and RETURN of pulpit chairs.....\$ 25.00 Only members of the BOARD OF TRUSTEES are authorized to move the podium. All other fees for selected services i.e., Clergy Honorarium, Organist, Soloist, Assisting Musicians, Premarital Preparation and Food Catering Services are to be negotiated between the couple and the individual(s) or company preparing the meal.

### **LATE FEES**

A \$50.00 charge will be assessed for every half hour (1/2) late in starting the wedding.

### **FRIENDLY REMINDERS**

1. Contact the church immediately following your engagement.
2. Reserve the date with the Communications Director by paying the \$200 security deposit. The wedding date can only be finalized after your consultation with the pastor officiating your wedding.
3. Schedule rehearsal date and time.
4. Consult with the officiating pastor the order and content of the wedding ceremony.
5. Consult with the Urbana First United Methodist Church Minister of Music to arrange for any musical services and make your selections for music.
6. Notify all vendors regarding the rules and regulations of Urbana First United Methodist Church.
7. Pay all fees one month (30 days) prior to the wedding.
8. The bridal party's wedding coordinator, decorator and the caterer should visit the church facilities one month (30 days) prior to the wedding.
9. Please assure that the wedding begins promptly at the scheduled time.
10. For every half hour (1/2) late, a \$50.00 charge will be assessed.
11. Please observe proper behavior and care in relation to the church property.
12. CONGRATULATIONS on your happy day!

### **FREQUENTLY ASKED QUESTIONS ABOUT WEDDINGS AT URBANA FIRST**

*1) What rooms in the church are available to the Wedding Party to get dressed?*

For weddings held in the Sanctuary, the UFUMC Wedding Coordinator will designate a dressing room for the bride and her attendants as well as a dressing room for the groom, groomsmen and ushers. The available rooms are assigned and explained in detail at the time of the contract signing as well as the church having the right to change the location of the rooms, if warranted.

No other facility accompanying CLASS ROOMS OR AREAS are to be used for any weddings at Urbana First United Methodist Church without the expressed, written consent of UFUMC.

For weddings held in the Small Chapel and/ or the Courtyard, no other services are included in this Wedding Packet..

*2) Can we move furniture, podium, chairs or plants on the pulpit?*

No. Urbana First United Methodist Church's Sanctuary, Small Chapel, Courtyard and its facility accompanying conference rooms are rented on an "as is" basis. UFUMC provides for the care and maintenance of the entire building and guarantee its condition on the day of rental. Applicants may not undertake advance interior house cleaning or moving of any furniture, fixtures, podium, chairs, sofas, plants or equipment.

Applicants may not undertake physical alterations to the facility without the expressed, written consent of UFUMC.

*3) What should I bring to rehearsal?*

For weddings held in the Sanctuary, the wedding couple is required to bring three (3) copies of the program and music CDs on the day of rehearsal of Sanctuary weddings, if warranted, and any other items pertaining to the wedding such as guest book, gift box, ring bearer pillow, runner, and decorations. The Marriage License should be given to the pastor one hour before the wedding ceremony.

For weddings held in the Small Chapel and/ or the Courtyard, the wedding couple should consult the minister participating in the ceremony as to the items required on the day of the wedding ceremony.

*4) Will we allowed to have a wedding rehearsal?'*

For weddings held in the Sanctuary, a wedding rehearsal is part of the wedding. Wedding rehearsals are conducted one day before the wedding and start between the hours of six and seven in the evening for no more than two (2) hours. There are no weddings or rehearsals scheduled on the same day and there is only one rehearsal per wedding. The wedding rehearsal should begin on time. Those attending the wedding rehearsal should include: the bridal couple, attendants, soloists (if unfamiliar with the church), guest musicians, parents taking part in the service and the ushers.

In the event, the rehearsal exceeds the normal 2 hours allotted time, the individual (s) who signed the contract, will be charged an additional \$50 for each half hour (1/2) beyond the agreed rehearsal time. This amount is to be paid at the rehearsal. For weddings held in the Small Chapel and Courtyard, a wedding rehearsal is NOT offered in this Wedding Packet.

*5) Will we be allowed to form a Receiving Line at the church?*

No. Receiving Lines are not allowed at Urbana First United Methodist Church unless of course, the reception is being held at Urbana First United Methodist Church. For the sake of time, it is suggested that the Receiving Line be formed as the Reception Hall. An announcement may be made stating that the Bridal Party will receive their guests at the reception.

For weddings held in the Sanctuary, the Wedding Party can take pictures in the Sanctuary for no more than one hour after the wedding.

For weddings held in the Small Allerton Chapel and/ or the Courtyard, the Wedding Party can take pictures in the Small Chapel and/or Courtyard for no more than one hour after the wedding.

*6) Does the church have a Wedding Planner or Wedding Coordinator?*

For weddings held in the Sanctuary, Urbana First United Methodist Church has both a Wedding Coordinator and Event Coordinator. The role of the Wedding Coordinator is to serve as an ongoing single point of contact for the bride, consultants, vendors and the UFUMC clergy

and staff. The role of the Event Coordinator is to assist the Wedding Coordinator. In instances whereas the Wedding Party has a Wedding Planner or Wedding Coordinator, he/she MUST speak first with the UFUMC Wedding Coordinator prior to rehearsal. If the Wedding Party does not have a Wedding Coordinator, the UFUMC Wedding Coordinator will help organize your BIG DAY.

***For weddings held in the Small Chapel and/ or the Courtyard, services of the Wedding and/or Event Coordinators are not included in this Wedding Packet.***

*7) What if we need help on the day of the Wedding Ceremony?*

For weddings held in the Sanctuary, on the day of the Wedding Ceremony, ONLY the UFUMC Wedding Coordinator and the bride's Wedding Planner or Wedding Coordinator are allowed to give directions to the bridal party. No other church members, family or friends should be directing the Wedding Ceremony.

For weddings held in the Small Chapel and/ or the Courtyard, services of the UFUMC Wedding and/or Event Coordinators are not included in this Wedding Packet. The bride's Wedding Planner or Wedding Coordinator can give directions to the bridal party.

*8) What if a family member or bridal party attendant wish to make a change or suggestion for change on the day of the Wedding Ceremony?*

For weddings held in the Sanctuary, absolutely NO last minute changes are allowed to the agreement of the contract on the day of the Wedding Ceremony unless discussed and agreed to prior to the wedding rehearsal.

For weddings held in the Small Chapel and/ or the Courtyard, only those changes are allowed that does not involve the services of UFUMC.

*9) Who will be allowed in the dressing areas on the day of the Wedding Ceremony?*

For weddings held in the Sanctuary , only members of the wedding party will be allowed in the dressing area on the day of the Wedding Ceremony such as the mother of the bride, mother of the groom, grandmothers, bridesmaids, groomsmen, flower girl(s), ring bearer(s), father of the bride, father of the groom, Wedding Planner and/or the Wedding Coordinator.

**ABSOLUTELY NO GUESTS WILL BE ALLOWED IN THE DRESSING AREAS.**

*10) Are we allowed to bring light refreshments to the church on the day of the Wedding Ceremony?*

For weddings held in the Sanctuary, light refreshments are allowed such as water, snacks, fruit and lunchables. At conclusion of the event, all areas used must be same-day cleaned and must be free of debris.

The Applicant (Renter) is allowed to bring in outside food for their event. However, the renter is not allowed to use the UFUMC commercial kitchen. Individuals using the UFUMC commercial kitchen for any purpose such as storing, serving, and/or preparing food will be assessed a rental fee of \$200. The \$200 rental fee allows the Applicant to use the small refrigerator, counters, and ovens only.

For weddings held in the Small Chapel and/ or the Courtyard, light refreshments are not allowed at UFUMC.



**AGREEMENT CONTRACT**

Wedding Package & Services Included for Selected Wedding Ceremony Locations

**Rental Costs for Members to Be Married at UFUMC**

***SANCTUARY Wedding Includes:***

- Library for Bride & Bridesmaids
- Room for Groom, Groomsmen, & Ushers
- Parlor for Guest Minister only
- Candelabra, Unity Candle, & Kneeling Bench
- Services of the Audio Technician, Custodian, Security, and Wedding Coordinator

2 Hour Minimum for the Rehearsal Day and 2 Hour Minimum for the Wedding Day ..... \$500

***SMALL CHAPEL Wedding:***

2 Hour Minimum for the Wedding Day ..... \$100

***COURTYARD Wedding:***

South West Corner of the Church – 2 Hour Minimum for the Wedding Day ..... \$250

**Rental Costs for Non-Members to Be Married at UFUMC**

***SANCTUARY Wedding Includes:***

- Library for Bride & Bridesmaids
- Room for Groom, Groomsmen, & Ushers
- Parlor for Guest Minister only
- Candelabra, Unity Candle, & Kneeling Bench
- Services of the Audio Technician, Custodian, Security, and Wedding Coordinator

2 Hour Minimum for the Rehearsal Day and 2 Hour Minimum for the Wedding Day ..... \$700

***SMALL CHAPEL Wedding:***

2 Hour Minimum for the Wedding Day ..... \$200

***COURTYARD Wedding:***

South West Corner of the Church – 2 Hour Minimum for the Wedding Day ..... \$450

**Cost of Out Of Town Weddings**

**Travel:** \$.54 / mile

**Clergy Fees:** \$300.00 (Make Check Payable to the Pastor)

**Note:** Flight, meals, and two nights hotel accommodations may be necessary if the pastor is asked to travel over 100 miles. Couples are to assume all arrangements and payments for the Pastor doing the wedding. If over 100 miles, the couple will be expected to cover the cost of a one-trip ticket for the pastor to their location.

- 1) **ENTIRE AGREEMENT:** This agreement contains the understanding between URBANA FIRST UNITED METHODIST CHURCH hereafter known as UFUMC and the APPLICANT. It supersedes all prior and simultaneous agreements between the parties. The only way to change or add to this agreement is to do so in writing, and providing the document is signed by all the relevant parties.
- 2) **RESERVATION:** Upon your signature, UFUMC will reserve the time and date agreed upon, and will not make other reservations for that time and date. For this reason, the reservation security deposit is non-refundable, even if the date is changed or the wedding cancelled for any reason. The security deposit is applied towards the contracted rental fee wedding package. The Applicant understands and agrees that the entire amount owed for the Wedding Ceremony Package described in this contract is due one month before the agreed to date and time of the Wedding Ceremony.
- 3) **SECURITY DEPOSIT & PAYMENT OF FEES:** The Applicant shall pay the required amount to UFUMC as a security deposit to (1) reserve UFUMC on the agreed date and time, and (2) to provide a guaranty against loss, damage, or breakage resulting from actions of the Applicant or the Applicant's agents, employees, or guests. The total cost of any loss, repair, or replacement will be assumed by the Applicant. The security deposit is non-refundable should the event be cancelled for any reason within 30 days of the reserved date. The security deposit is \$200 for a Sanctuary wedding ceremony rental and \$100 for Small Chapel and Courtyard wedding ceremony rentals. This deposit is applicable to the TOTAL COST of the function and is NONREFUNDABLE upon cancellation.
  - The security deposit must be paid in full at the time of the rental agreement reservation. The total rental fee must be paid one month (30 days) prior to the date of the rental.
- 4) **FACILITY USE AND RESTRICTIONS:** The Sanctuary, Small Chapel, Courtyard and its accompanying conference rooms are rented on an "as is" basis. UFUMC provides for the care and maintenance of the buildings and guarantees its condition on the day of rental. Applicants may not undertake advance interior house cleaning or moving of furniture or fixtures and/or equipment. Applicants may not undertake physical alterations to the facility without the expressed, written consent of UFUMC.
  - a) NO SMOKING is allowed inside or outside of the immediate area of UFUMC.
  - b) NO bird seed, rice, or any other type confetti may be thrown inside or outside of the building.
  - c) NO amplified music may be located or played outside of the building without the permission of UFUMC.
  - d) NO moving or re-arrangement of UFUMC furniture, equipment, or interior decorations by the Applicant.
  - e) NO balloons, lighted candles, fires, or flames of any type permitted inside or outside of the building.
  - f) NO use of nails on walls, adhesive tape on wallpapered surfaces and/or furniture, and decorating wires on wood surfaces. Only the use of masking tape is permissible.
  - g) ALL EVENING rental activity must be completed no later than 9:00 pm. In the event of rental agreements exceeding 9:00 pm, the complete security deposit will be used to cover all related costs to UFUMC.
  - h) NO alcoholic beverages are allowed on the church premises. UFUMC does allow the use of champagne and/or wine only.
- 5) **FOOD & BEVERAGES:** All food and beverages are to be confined to the rental areas. UFUMC does provide for food and beverage services. Any catering service required by the Applicant must be provided by the professional caterers approved by UFUMC. No outside catering service is allowed at UFUMC without proper licenses..
- 6) **CANCELLATION:** In the event that the Applicant cancels the contracted services for the Wedding Ceremony outlined in this contract before the wedding ceremony takes place, the deposit will be forfeit. UFUMC agrees to refund all other additional paid money to the Applicant.
- 7) **2-HOUR WINDOW:** The bride and groom agree to a 2-hour window of time before the commencement of the wedding ceremony and a 60 minute time frame after the ceremony. The 60 minutes following the ceremony allows for group photographs. UFUMC shall not be held liable for

failure to take desired photographs if either the bride's or groom's late arrival, for any reason, prevents this 60-minute window from occurring.

The Applicant and its guests must exit the facility by the ending time of this agreement. To make certain the facility is vacated by the ending time, the Applicant should end the event 1/2 hour before the end time to allow for cleanup, guests to exit, and assure the ceremony is ended on the agreed ending time.

Any charges incurred due to the premises not vacated at the agreed upon time will be the responsibility of the Applicant. The total charge will be assumed by the Applicant and deducted from the Applicant's initial security deposit.

- 8) **CLEANING GUIDELINES:** All trash must be bagged, removed, and placed in the UFUMC outdoor trash containers. All areas used must be same-day cleaned at the conclusion of event and must be free of debris. Failure to use reasonable care in the use of the UFUMC facility and failure to clean up in a satisfactory manner will result in a cleaning charge. Any loss, damage, or breakage resulting from actions of the Applicant or the Applicant's agents, employees, or guests will be deducted from the Applicant's security deposit plus any additional charges will be assumed by the Applicant. The amount will be determined by the UFUMC Board of Trustees and/or the Pastor based on costs of cleanup and/or repairs.
- 9) **METHOD OF PAYMENT:** UFUMC will only accept payment by Cashier's Check, Money Order, or Personal Check. No other form of payment will be accepted. UFUMC cannot accept cash. Cashier's Check, Money Order, and/or Personal Checks must be made payable to Urbana First United Methodist Church. UFUMC will not accept payment for services performed by individuals such as Clergy Honorarium, Organist, Soloist, Assisting Musicians, Premarital Preparation, Food Catering Services, etc.
- 10) **RENTAL COSTS:** The security deposit of \$200 paid in full at the time of the rental agreement reservation is applicable to the TOTAL COST of the function and NON-REFUNDABLE upon cancellation.

The balance of the total rental fee must be paid one month (30 days) prior to the date of the rental. Failure to pay the balance at least 30 days prior to the event will result in a \$5 per day late fee deducted from your deposit. If the complete balance is not paid in full 10 days prior to the event, UFUMC may terminate this contract and the Applicant shall forfeit the initial deposit. If the event is cancelled within 30 days of the scheduled event and not rented by UFUMC to another party, Applicant's security deposit is forfeited.

- 11) **AUDIO/VISUAL TAPING/EQUIPMENT:** The rental fees for Audio/Visual Equipment are established for increments of four (4) hours use and are subject to change. Please contact our Audio Technician for more information.
- 12) **AGREEMENT TO HOLD HARMLESS:** The herein named Applicant agrees that the relationship between the Applicant/renter and UFUMC is limited to that of facility use only. The Applicant/renter agrees to indemnify and hold harmless UFUMC from any and all claims of third parties which may heretofore or hereafter arise, known or unknown, related in any way to this Agreement, including but not limited to, injuries arising from the use of the facility during the duration of this Agreement.

By signing below, I (we) acknowledge that URBANA FIRST UNITED METHODIST CHURCH is a Christian facility serving the people of God. Therefore, all individuals using the facility must dress appropriately, conduct themselves and use language in accordance with the highest of Christian behavior and standards. I (we) further recognize that the property is located within a residential community and that I (we) will be respectful of the residents' rights not to be disturbed by my (our) event and will insure proper decorum of those in attendance. I (we) acknowledge that I am (we are) aware of the provisions of this Agreement, agree to abide by them, and understand that failure to comply will constitute a breach of contract and can result in its immediate termination.

Applicant (s): \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Wedding Category: \_\_\_\_\_ Sanctuary \_\_\_\_\_ Chapel \_\_\_\_\_ Courtyard  
\_\_\_\_\_ Member \_\_\_\_\_ Non-Member

Request: \_\_\_\_\_ Approved by Pastor \_\_\_\_\_ Denied by Pastor  
\_\_\_\_\_ Approved by Trustees or Trustee Rep. \_\_\_\_\_ Denied by Trustees or Trustee Rep.

Agreed Upon Fees:

\$ \_\_\_\_\_ Reserve the Date/Security Deposit (\$200 – Sanctuary; \$100 – Chapel or Courtyard)

\$ \_\_\_\_\_ Wedding Package (minus the above Security Deposit) – Due 30 days prior to event

\$ \_\_\_\_\_ Audio/Visual Taping Equipment (separate check, please) – Due 30 days prior to event

**\$ \_\_\_\_\_ TOTAL**

– \$ \_\_\_\_\_ Minus applicable discount @ \_\_\_\_\_ %

**\$ \_\_\_\_\_ ADJUSTED TOTAL**

Note: Cashier's Check, Money Order, or Personal Check payable to:  
**Urbana First United Methodist Church**

# Wedding Information Sheet

(Needs to be fill out as completely as possible & turned into the Church Office)

[Robertkfreeman58@gmail.com](mailto:Robertkfreeman58@gmail.com) / [office@fumc-urbana.org](mailto:office@fumc-urbana.org)

217-778-3581 Pastor's Cell Number / 217-367-8384 Church Phone Number



Rev. Robert K. Freeman, Directing Pastor

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

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

*\*All wedding and rehearsal dates are subject to confirmation with the official church calendar. Approval of dates will be confirmed with the Administrative Assistant, Trustees, & the Directing Pastor.*



## **Bride's Information:**

Full Name: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

## **Groom's Information:**

Full Name: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_



## **Wedding Participants**

(Please give the names of the following people.)

Wedding Director/Coordinator:

\_\_\_\_\_

Musicians:

\_\_\_\_\_

Other Pastor(s) Assisting with Ceremony  
(upon approval):

\_\_\_\_\_

\_\_\_\_\_

Vocalists:

\_\_\_\_\_

\_\_\_\_\_

# Wedding Party



Maid/Matron of Honor:

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Best Man:

---

Bridesmaids:

---

---

---

---

Groomsmen:

---

---

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---

Flower Girl(s):

---

---

Ring Bearer(s):

---

---

Other Female Attendants:

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---

Other Male Attendants:

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## The Ceremony

(Please describe your ceremony with as many details as possible. Leave blanks on any items that do not pertain to your ceremony.)

## Special Tasks

Which usher will:

~ Seat the Bride's Mother: \_\_\_\_\_

~ Seat the Groom's Mother: \_\_\_\_\_

~ Light the candles: \_\_\_\_\_

~ Unroll the aisle carpet: \_\_\_\_\_

Will the flower girl drop petals?  Yes  No  
(\*If yes, you will need to make sure to have an aisle carpet.)



## Musical Arrangements

What type of pre-service music will you use? (Ex. taped, live, none) \_\_\_\_\_

Will you need the sound system for the music or vocalists?  Yes  No

How many songs will be performed prior to the service? \_\_\_\_\_

How many songs will be performed during the ceremony itself? \_\_\_\_\_

Where will the vocalists stand? \_\_\_\_\_

Please describe or list anything else you plan to do that will be a variation from traditional wedding music: \_\_\_\_\_