

Wedding Guidelines

Ashland First United Methodist Church
220 Sandusky St. Ashland, OH 44805 (419) 289-7551

FEE SCHEDULE

	Member	Non-Member
Building Use Fee: (Sanctuary, Parlor, Bridal room, and Groomsman room included in fee.)	\$ 0.00	\$ 250.00
Custodial Fee for Above	107.00	107.00
Building Use Fee: (Chapel, Parlor, Bridal room, and Groomsman room included in fee.)	\$ 0.00	\$ 75.00
Custodial Fee for Above	\$ 77.00	\$ 77.00
Building Use Fee: (Chapel only) per event*	\$ 0.00	\$ 30.00
Custodial Fee for Above	\$ 44.00	\$ 44.00
Audio Technician Fee:	50.00	50.00
Media Technician Fee:	50.00	50.00
Candelabra Candle Fee:	*	*
Organist Honorarium: (with soloist)	200.00 (225.00)	200.00 (225.00)
Pastor Honorarium:	150.00	150.00

*contact church office for current prices.

We are pleased that you have chosen our church to be the place for your wedding. It is our intention to provide you with the support and guidance needed to insure a meaningful experience. It is our hope that the following guidelines will be helpful in the planning of your wedding.

SETTING THE DATE: Be sure to contact the church office as soon as you have a date in mind for your wedding. We will check our calendar to make sure that there is no conflict with other events, send you the guidelines for weddings, and set up an initial meeting with the pastor. PLEASE NOTE THAT NO WEDDINGS ARE SCHEDULED DURING HOLY WEEK, OR THE WEEK BETWEEN CHRISTMAS AND NEW YEAR’S DAY.

FACILITY USE REQUEST FORM: Before filling out this form, you must make an appointment with the pastor. THIS SHOULD BE DONE PRIOR TO RESERVING THE CHURCH AND PAYMENT OF ANY FEES.

CHARGE FOR USE OF FACILITIES: Use of the facilities is at no charge for members of Ashland First. To assist with costs of utilities and maintenance, those who are not members will be required to pay the following fees: \$250.00 (Sanctuary, parlor, bridal room, and groomsman room included in fee) For the sake of convenience, it is suggested that all fees, other than those for pastor, organist, musicians, audio and sound technician be paid with one check. A check for fees should be written to ASHLAND FIRST UNITED METHODIST CHURCH.

MEETING WITH THE PASTOR: The general details of your wedding will be discussed at your initial meeting with the pastor. If you wish to have another pastor assist, you must let our pastor know at the initial meeting. The pastor's honorarium is \$150.00. The check is to be made out to the pastor.

MUSIC: Music is an important element of the wedding ceremony. The music for your wedding must be chosen in consultation with our organist. Each couple is expected to contact our organist to discuss musical selections. Her phone number is (419) 289-7182. Guest organists may be used if approved by the Ashland First UMC organist. The honorarium for the organist is \$200.00 if there is no soloist, and \$225.00 if there is a soloist. The check is to be made out to the organist (Susan Gregg). Please be sure to assign someone to pick up the music after the service. We will hold music in the church office for one week following the service.

CUSTODIAL SERVICE FEE: \$107.00. Payment is to be included in the Facility and Personnel Fees check payable to Ashland First United Methodist Church.

SANCTUARY: There are 16 rows of pews on each side with 2 additional rows set in at the rear north side. If you use an aisle runner, it needs to be furnished by you or your florist. A runner 75 feet will fall 6 feet short of the Narthex door; a 100 feet runner will flow into the Narthex.

MARRIAGE LICENSE: The marriage license needs to be given to the pastor on the night of the rehearsal.

***CANDELABRA:** The candelabra will hold 14 candles. ALL CANDLES must be purchased through the church. Contact the church office for current pricing. After the wedding the candles are the property of the couple, if they wish them. If candles are used, the office manager should be informed well in advance so candles can be on hand.

WEDDING BULLETINS: All couples are responsible for the purchase and printing of wedding bulletins.

UNITY CANDLE: Unity candles and holders are obtained through the florist.

FLORISTS: The florist should be instructed that their arrangements in the sanctuary must be in place one hour before the stated time of the service.

AUDIO SYSTEM FEE AND MEDIA SYSTEM FEE: \$50.00 required fee for each.

RECEPTIONS: Receptions may be arranged through church office.

PARKING FACILITIES: Parking is available on the street and also across the street from the church. Handicap parking is available in the parking lot.

Requirements for Ashland First United Methodist Facility Use

- 1. All parties must have 1 responsible adult. Absolutely no activities will take place without a designated responsible adult present. The designated adult will be responsible to arrange for opening, closing, lights, and heat or air conditioning.**
- 2. We request that you use only the specified room and nearest corridor and restroom during the times that you have requested so the custodial staff can schedule for preparation before and after use. The rooms and restrooms should be returned to the condition they were found upon entering the facility. Please put all trash and waste paper in the waste containers.**
3. Please do not touch the security/fire controls or the heating/air conditioning thermostats unless you have received instructions and authorization to do so.
4. All parties must exit the building by 10:00 pm unless special arrangements have been made.
5. Total charges in excess of \$200.00 require a \$100.00 good faith deposit due upon signing. Deposit will be charged against the total user fees.
- 6. Fees and honorariums, are to be fully paid and given to the Office Manager no later than 3-days prior to event.**
- 7. Absolutely no alcohol, tobacco products, illegal substances, or gambling permitted on the church grounds.**
8. Nails, staples, tape, glue, or any other fasteners shall not be used on any walls, railings, ceilings, or floors. Individuals and groups wishing to decorate must use Scotch Brand Removable Adhesive Putty.
9. Damage to equipment and/or buildings incurred through carelessness, horseplay, or general lack of supervision will be at the cost of the group. The "designated responsible adult" will collect moneys from the person or group and compensate the church for damages and repairs.
10. All parties agree to hold harmless, indemnify and defend Owner (including Owner's agents, employees, and representatives) from any and all liability for injury or damage including, but not limited to, bodily injury, personal injury, emotional injury, or property damage/loss which may result from any person using the above described premises, its entrances and exits, and surrounding areas, for the parties' purposes.

As the representative of _____, I understand the terms of this agreement and agree that the party will abide to all terms.

(Signature)

(Date)

Please return form to Ashland First United Methodist, Attn: Office Manager

Revised 7/17/08