

## **Living Way Wedding Policy (01/23)**

Congratulations! As a member of the Living Way church family, we celebrate with you as you plan a wedding ceremony that will mark the beginning of your life of faithful marriage. We are honored that you want to begin this journey by having your wedding at the Living Way church building. Our church family has been blessed with a church home that is both beautiful and unique. Because we are a church and not an event center or typical wedding venue, our expectations and policies are different from many other wedding venues or event centers. We have expectations and policies in place that guard and protect our ability to have everything in order for our worship assemblies - especially on Sunday mornings. Any member who desires to use the Living Way church building for a wedding must read and agree to abide by these policies before we will schedule the building for a member's wedding. We pray for God's richest blessing on you as you plan for your wedding.

### **A. Expectations / Policies**

- Wedding/Reception activities must be consistent with all this church stands for and its belief.
- Only a biological male and biological female can marry in this building or on its premises.
- The marital party will be responsible for all wedding planning, setup, take down, catering, music and collection of all personal items as soon as the wedding is over - it is recommended that all family members involved in the setup and use of the building read this policy.
- Only flameless candles are permitted on the property.
- Use of the church's grill and firepit require prior authorization from the facility's deacon and for no current county burn bans to be in place at the time of use.
- No vehicles or trailers are permitted on the grass.
- Only bird seed and bubbles may be used outside of the building.
- Building capacity is 200 for guests inside the building.
- The Shepherds of Living Way strongly encourage the engaged couple to seek premarital counseling in preparation for this lifelong commitment.

**B. COST** - A check shall be made out to Living Way Church of Christ for \$1150. This check should be given to Grant Pittman one month prior to the wedding. This includes:

- Refundable damage fee- \$500
- Cleaning fee- \$450; if the cleaning crew must start after 9:00 PM, an additional charge of \$50/hr. is added to the fee.
- Media/Sound system operator- \$200; This fee covers no more than 8 total hours, including prep time, phone time, time during rehearsal and/or reception, and the wedding service. **Note:** the A/V desk cannot be moved.
  - All Audio/Video equipment must be operated by a member of the Living Way A/V Team. Currently those team members are:
    - Ian Wright - 419-819-6353, or
    - Daniel Pipkin - 281-301-4498
- The wedding party is responsible for calling and setting up the media/sound plan for the ceremony.

### **C. Location Options for a Wedding at Living Way**

- Fireplace Room dimensions- 28'x45' (1260 sq ft)
- Main Room- 70x40' (2800 sq ft)
- Outside Event- seats 275; coordinate with Wedding Scheduler.

### **D. Dressing Room Locations**

- Bridal Room- Left, North hallway Rm. #4
- Groom Room- Left, North hallway Rm. #1
- Living Way will not be held responsible for lost or stolen items.

### **E. Reception Areas- Total Capacity is 200 people**

- Fireplace Room- 11, 4 ft tables
- Main Room- 19, 5 ft tables

### **F. Liability Insurance**

- Living Way's Liability Coverage
- 3rd Party (Band, catering, etc.) will have their own policy in place.

**G. Wireless Internet** - Internet access and WIFI code will be made available to the wedding party. This code is for the wedding party only and not to be distributed to guests.

**H. Accommodations** - The building is minimally handicap accessible. Handicap parking and a no-step entry is located at the rear of the building. If assistance with parking and access to the building is required, please notify the wedding coordinator in advance.

**I. Scheduling Restrictions for Weddings at Living Way** - Weddings may not be scheduled on:

- Good Friday through Easter Sunday
- Thanksgiving Day and weekend
- Christmas Eve or Day
- New Year's Eve or Day
- Anytime, day or evening, which would conflict with church events already scheduled in the worship area or other facilities.
- More than one day a week (only one wedding per week)
- Weddings may not be scheduled more than one year from the wedding date.

**J. Use of Tables, Chairs, Tablecloths, etc.**

- In the Bridal storage closet, in the Bridal Room, Check Out Sheets are available listing church items available for use. These should be used to request all items needed.
- No equipment, furniture, etc. is allowed off church property.
- Inventory sheets are available listing quantities of each item available. The wedding coordinator will go through the list of items (round tables, rectangular tables, tablecloths, chafers, vases, etc.) with the wedding party.

**K. Decorations**

- No tape, glue, nails, screws, push pins, staples, tacks, glitter or the like may be used on any surfaces inside or outside the building.
- Use only WHITE sticky tack (pliable clay like products used for removable adhesion) to hang crepe or pictures on the walls only.
- Do not hang anything from the ceiling or walls.
- Do not stand on tables or chairs to decorate.

- Florists will have access to the building one day prior to the wedding date at a mutually agreeable time between the florist and the wedding party.
- The wedding party/family is responsible for ensuring all areas are cleaned by removal of flowers, decorations, displays, etc. This must be done immediately after the wedding.
- Delays beyond the stated time for the wedding to end may result in additional cleaning costs.

#### **L. Kitchen (Non-Commercial food service kitchen) and Serving Area**

- No children are permitted in the kitchen at any time.
- The range/oven is not for use.
- The microwave is available for warming food only.
- The garbage disposal is not to be used.
- Coffee pots may be used but must be cleaned after use. Please provide your own coffee, creamer, sweeteners, etc.
- Client must agree to brief all concerned about these restrictions.
- Disposable plates and cups must be used due to risk of breakage, a very limited space and the turnaround time to clean for the next worship assembly.
- Fireplaces may not be used.

#### **M. Music**

- Sacred, contemporary Christian music, hymns and classical instrumental music is welcome.
- Secular music should avoid profanity, sexual references, and other content that might be offensive.
- A flash drive must be given to Living Way's Audio/Visual person for preview at least one week before the scheduled rehearsal.
- Outside musicians may be used with approval from the Living Way Elders.

#### **N. Waste Disposal**

- Trash is to be bagged and placed in the outside OPB containers. A dumpster is available on the right side of the main church drive that may also be used for waste disposal.

## O. Prohibited Items

- Alcohol, tobacco, vaping, firearms, fireworks and illegal drugs are all prohibited in the building or on the premises.

## P. Bridal Party Responsibilities After the Wedding

- There is to be a designated person responsible for after the wedding cleanup of the building. This person shall meet with Rebecca and Susan on the day of rehearsal, so that expectations are clearly understood.
- Every item brought in by the bridal party and families (decorations, food, clothing, books, equipment, landscape items, personal belongings, etc.) must be removed from the building before leaving and before the cleaners arrive.
- Tablecloths are to be left on the tables for pre-treatment.
- All tables, chairs, equipment and every item moved must be put back in place the way it was found.
- All items borrowed from Living Way members should be returned to the owners.
- All trash should be bagged and placed in the trash bins or large dumpster.

## Q. Agreement

We agree to adhere to all church rules, policies and expectations regarding this wedding and all associated activities. We understand that the church cannot be held responsible for loss or damage to personal property during this event.

Bride's signature \_\_\_\_\_ Date \_\_\_\_\_

Groom's signature \_\_\_\_\_ Date \_\_\_\_\_

Wedding Party \_\_\_\_\_ Date \_\_\_\_\_

(a family member who will remain after the wedding to ensure cleanup, etc.)

**\*Sign, scan and email this signed agreement to [rteague@harding.edu](mailto:rteague@harding.edu) to get on the calendar**