

GUIDELINES FOR WEDDINGS

**“Marriage is instituted by God, regulated in His commandments,
blessed by our Lord Jesus Christ, and to be held in honor among all men.”**

We are pleased that the Union Church of Guatemala may be the place for the consecration of this important event in your life. The following suggestions will assist you in taking the proper steps as you come to the church for your wedding.

1. **YOUR FIRST STEP:** Please contact the church office to insure the availability of the date for your wedding on the church calendar and to tentatively reserve this date. Please secure and thoroughly fill out both the wedding and building use applications. The application form to use the building must be signed by the person(s) responsible for payment of the expenses. Your application must be reviewed by two different church committees before approval. Turning in your application does **not** guarantee that the use of our building will be approved. Your application must be approved at least three (3) months prior to your wedding date.
2. **INTERVIEW WITH PASTOR:** If you wish for a Pastor of Union Church to officiate at your wedding, you will need to make an appointment for an interview with the Union Church Pastor through the church office. In this interview, the Pastor will review all requirements, and both the bride and the groom will need to be present: The parents of the bridal couple are welcome to attend. *Skip this step if you choose to have another minister officiate at your wedding.*
3. **IF THERE HAS BEEN A DIVORCE:** Should one or both parties have been separated by divorce, remarriage by the minister of this church is possible only after counseling and permission has been granted by that Pastor. The couple should arrange for this during the interview with the Pastor.
4. **OTHER MINISTER TO OFFICIATE:** Should the couple desire a minister other than a Pastor of Union Church to officiate at a wedding in our church, the couple **MUST** attach a letter from the officiating minister stating he/she has provided appropriate premarital counseling to the couple. The letter must give a general outline of the content of the premarital counseling sessions. Please submit this application to the Union Church office accompanied by this premarital counseling certificate signed by the other minister.
5. **WEDDING AND REHEARSAL SCHEDULE:** Should a rehearsal be necessary, this is usually scheduled a night or two before the wedding day. It is essential that all members of the wedding party be present and on time. Part of the minister's responsibility is to direct the rehearsal. If you have special suggestions, discuss them with the minister in advance of the rehearsal.
6. **SPACES AVAILABLE:** The basic fee provides for the use of the Blane Chapel (Sanctuary) and the Perry Room in which the bride may get dressed or for a civil ceremony. Other spaces for a reception or other functions are available for additional fees as listed on the Schedule of Fees.

7. **SELECTION OF MUSIC AND RECORDINGS:** Arrangements for the music are made directly with the Minister of Worship of Union Church because this person is the only one authorized to perform on the piano. No use of the church's instruments is allowed without the authorization of the Minister of Worship. The wedding is a sacred service of worship, and the music should be chosen accordingly.
8. **DEPOSIT AND FEES:** Please see the attached Schedule of Fees. In addition to the fees, a refundable deposit of \$250 is required to cover possible damage to the church's facilities. This deposit is fully refundable unless there are extra hours to pay or expenses for damages to the church's facilities. This deposit is to be paid upon the approval of this application.

The total amount must be paid at least three (3) weeks prior to the ceremony. Payment will be accepted in cash only. The church will not accept checks. If your payment is in Quetzals, the church will work with the current exchange rate.

GUIDELINES FOR THE USE OF BUILDING TO CELEBRATE YOUR WEDDING

This form must be submitted no later than 3 months prior to the event.

1. **DECORATION:** Those using the facility must provide any flowers and candles for the events. The florist must make an appointment at least two weeks prior to the ceremony in order to check the requirements and restrictions established by the church. Flowers and arrangements will not be allowed if this requirement is not met. All items must be retrieved after the event as the church is not responsible of collecting, retaining, or returning any items.
2. **CUSTODIAL SERVICES:** Custodial services must be arranged through the church office with the church's administrator. No arrangements will be made independently from the administrator with the custodial staff. All plans for use of the building and decorating must be planned so as not to conflict with the regular church functions. This is especially important with regard to afternoon and evening wedding cleanup.
3. **SPECIAL REGULATIONS:**
 - Alcoholic beverages are prohibited on the church premises. Smoking is prohibited on the church premises.
 - Plan your decorations so that they do **not** mark nor deface the building neither its furnishings. No nails, staples, tacks, tape, glue, etc. may be used. Any damages will be subject to restoration or restitution at your expense.
 - None of the furnishings are to be moved except in the chancel area of the sanctuary, and all such moving of furnishings must be approved by the administrator and performed by the church's custodial staff.
 - Under no circumstances will the church be liable for lost or forgotten items by the bride, the groom, the photographer, guests, or any other person inside or outside of the church or parking lot.
 - The church emblems or symbols on the altar may not be removed.

- Photographs may be taken in the sanctuary before and after the wedding, but photography during the service must be authorized by the officiating Pastor.
 - It is not permitted to use high-intensity electrical lights for photographs or recordings. Our electrical system is not designed to handle such high-intensity equipment. Sound recordings must be approved by the officiating Pastor.
 - **ALL EVENTS MUST END BY 9 P.M.**
 - Any authorized users will ensure that all personnel and equipment are removed from the church premises by 9 p.m. on the same day of usage. The church is **NOT** responsible of collecting, retaining, or returning any items.
4. Any authorized users will ensure that **all** personnel and equipment are removed from the church premises by 9 p.m. on the same day of usage. The church is not responsible of collecting, retaining, or returning any items.
5. **PARKING:** There are **23** parking spaces provided for the events at the church. All beyond this number are asked to park where allowed on the street or in near-by commercial parking areas. It is **not** permitted to double-park, **nor** especially to block the circle driveway.
6. **DEPOSIT AND FEES.** Please see the schedule of fees on page 3. A deposit of \$250 is required which will be refunded if no damages to the church have occurred. Payment of all fees and deposit must be made at least three weeks before the event. All payments must be made in cash.

BUILDING USE FEE SCHEDULE

Room	Member ¹	Non-Member
DAMAGE DEPOSIT	<input type="checkbox"/> \$250	\$250
Sanctuary and Perry room	<input type="checkbox"/> \$300	\$700
Holman Hall	<input type="checkbox"/> \$ 85	\$250
Anderson Room	<input type="checkbox"/> \$ 85	\$250
Youth Room	<input type="checkbox"/> \$ 85	\$250
Kitchen	<input type="checkbox"/> \$ 85	\$250
Funerals (Blane Chapel)	<input type="checkbox"/> -	\$250
Funerals (Holman Hall)	<input type="checkbox"/> -	\$250
TOTAL		

ADDITIONAL FEES (for both members and non-members)
if using UCG ministry personnel:

- Officiating Minister – \$200
- Pianist – \$125
- Power Point Operator – \$ 50

Members and regular attendees of Union Church may make an application to the Elders' Discretionary Fund for financial assistance if these fees are financially too restrictive.

I (We) have read:

- Guidelines for Weddings
- Guidelines for the Use of Building
- Building Use Fee Schedule

And I (we) agree in meeting the requirements as described. I (we) understand that it is my (our) responsibility to keep the florist, photographer, and other personnel involved aware of the stipulations of this application. I (we) also understand that any damage caused to the church's facilities will be subject to restitution at my (our) expense, and it shall be discounted from the \$250 deposit. I (we) agree to pay for additional expenses exceeding the \$250 deposit due to damages caused during the use of the building.

BRIDE

NAME

SIGNATURE

GROOM

NAME

SIGNATURE

If someone other than the bridal couple is responsible for expenses, please sign below

NAME

SIGNATURE

NAME

SIGNATURE

FOR CHURCH USE ONLY

AUTHORIZATION BY BOARD OF ELDERS

DATE:

MM/DD/YY

OFFICER:

SIGNATURE

RECOMMENDATION REGARDING FEES AND SPECIAL INSTRUCTIONS:

AUTHORIZATION BY FINANCE AND ADMINISTRATION BOARD

DATE:

MM/DD/YY

OFFICER:

SIGNATURE

FEES TO BE ASSESSED AND SPECIAL INSTRUCTIONS FOR THIS ACTIVITY:

INFORMATION OF THE BRIDAL COUPLE

GROOM

NAME: _____ AGE: _____ DATE OF BIRTH: _____
MM/DD/YY

E-MAIL ADDRESS: _____

PLACE OF EMPLOYMENT: _____ TEL: _____

MARITAL STATUS: SINGLE DIVORCED WIDOWED

ARE YOU A MEMBER OF UNION CHURCH? YES NO If not, which church do you attend? _____

BRIDE

NAME: _____ AGE: _____ DATE OF BIRTH: _____
MM/DD/YY

E-MAIL ADDRESS: _____

PLACE OF EMPLOYMENT: _____ TEL: _____

MARITAL STATUS: SINGLE DIVORCED WIDOWED

ARE YOU A MEMBER OF UNION CHURCH? YES NO If not, which church do you attend? _____

WHAT MOVED YOU TO CHOOSE THE UNION CHURCH TO CELEBRATE YOUR WEDDING?

CEREMONY DATE: _____ TIME: _____
MM/DD/YY

REHEARSAL DATE: _____ TIME: _____
MM/DD/YY

PRE-MARITAL COUNSELING MINISTER: _____

OFFICIATING MINISTER: _____

MUSICIANS OTHER THAN THE CHURCH'S MINISTER OF WORSHIP: _____

DO YOU HAVE A WEDDING PLANNER? IF SO, PLEASE PROVIDE HIS/HER CONTACT INFORMATION

NAME _____ TEL _____ E-MAIL _____

CIVIL CEREMONY DATE: _____ TIME: _____ PLACE: _____
MM/DD/YY