Gloria Dei Lutheran Church Wedding Guide

108 W. Brown St.

Tecumseh, MI 49286

517-423-7510

www.gloriadeitecumseh.com

Thank you for considering Gloria Dei Lutheran Church to exchange your wedding vows. Our congregation wishes you a happy, Christ-filled life together.

There are many things to consider when choosing a church and hall for your wedding. We hope these guidelines will be helpful as you make decisions for the happy occasion.

**SPECIAL FEES & ARRANGEMENTS FOR WEDDINGS**

1. The pastor of Gloria Dei Lutheran Church will conduct all marriages in the church. If the pastor is not available, the couple will consult with the pastor about participation by another ELCA pastor.
2. All music and the selection of organists and accompanists must be approved by the pastor. If special rehearsal time is required by any soloist, an appropriate fee may be charged by the organist/accompanist.
3. Flower and candle arrangements must be approved by the pastor. Only oil or drip-less candles are to be used in the sanctuary.
4. No bird seed, rice, confetti, or other materials will be allowed. Bubbles are allowed outside only.
5. The official wedding photographer must check with the pastor prior to the ceremony regarding the taking of photographs during the service.
6. It is the responsibility of the wedding party to remove from the church all flowers, boxes, aisle runners, candles, etc. that they have brought into the building before it is vacated.

**GENERAL RULES FOR USE OF FACILITIES**

1. The building must be vacated by midnight. All lights should be turned off (please check bathrooms, flush toilets, \*members should wipe down sinks).
2. Ensure that all doors are locked.
3. No tobacco, drugs, or other controlled substances are permitted in the building. All areas of Gloria Dei are designated as non-smoking.
4. The use or possession of alcoholic beverages is prohibited on church property except for authorized functions.
5. Only masking tape should be used to secure any decorations or visual presentations. All decorations must be removed following use of facilities.
6. \*Members scheduling facilities for personal use will be in attendance and provide supervision for the gathering.
7. The \*member or group reserving the facilities is liable for any breakage or damage incurred during the time of use.

**SCHEDULING AND ARRANGEMENTS**

1. The use of the church facilities should be scheduled at least 45 days prior to date of intended use. Council must approve the use of church facilities for non-church-sponsored activities.
2. Gloria Dei Lutheran Church reserves the right to refuse any and all requests for use of their facilities.
3. Applications/reservations will be taken through the church office on a first-come, first-served basis. Church-sponsored events and services shall always take precedence.
4. Use of church facilities is limited to those areas that have been reserved. No party shall be permitted to roam throughout the rest of the building. An additional cleaning fee will be assessed if this rule is found to be violated.
5. There is a $100 check or cash deposit. \*Members may sign out a key from the church office the regular business day prior to the reserved date; it must be returned the next business day following the event. \*Members will have their deposit returned upon the return of the key if the area of use was left in satisfactory condition.

**FOOD AND USE OF KITCHEN/HALLS/SANCTUARY**

1. No food/beverages are allowed in the sanctuary. Once the ceremony has ended and photos have been taken, the sanctuary should be considered off-limits unless it is to remove flowers, boxes, aisle runners, candles, etc.
2. All food items brought into the church must be removed from the church property following the function. \*Members must remove garbage from premises. Refuse disposal is included in the fee for those who are not members.
3. All paper products including plates, cups, napkins, and table coverings will be furnished by the party reserving the facility. All renters should properly dispose of these materials once the event has ended.
4. Kitchen small appliances (coffee pots, roasters, pots and pans, etc.) are for church use only and are not to be removed from the premises.
5. All dishes/utensils/dinnerware must be washed, dried, and returned to their proper cupboard(s)/drawer(s) following use.
6. Sinks and counters should be washed/dried and floors wiped if there is a spill.
7. All items placed in the refrigerator or freezer must be labeled with person’s name and date. Anything left will be discarded after 30 days.
8. Any food items brought in more than an hour before an event should be stored in the refrigerator/oven to avoid attracting ants and mice. Food left on the counters after the event will be discarded.
9. In the case of \*member use, floors should be swept if food of any kind has been served. The vacuum is located in the closet by the kitchen.

**SEATING CONFIGURATION IN LUTHER HALL**

1. A one-week notice is required to configure seating in Luther Hall. Those desiring to have a specific seating configuration must make arrangements through the church office. A table layout should accompany the request. A quoted fee will be supplied to the renter if set-up or break-down is outside the normal configuration, regardless of whether or not you are a \*member.
2. Tables and chairs will set up and taken down by custodial staff.
3. A limited number of round and rectangular tables may be used in Luther Hall.
4. \*Members should wash and dry all tablecloths and leave them on the table.

**GENERAL USE GUIDELINES**

Rooms Available: Capacity

 Gero Hall Meeting Room 25-40 people

 Luther Fellowship Hall 200 people

 Luther Fellowship Hall (Half) 100 people

 Sanctuary 240 people

Rental Fee Schedule:

A schedule of fees for use of Gloria Dei’s facilities is listed below. These fees, if applicable, must be paid as follows: 50 percent down payment when the area is reserved; the balance is due one full week prior to the date of reservation.

\*Members of Gloria Dei Lutheran Church

While no fee is charged to \*members, a donation to offset utilities and custodial costs would be most appreciated. Suggested donation for use of the sanctuary and Luther Hall only is $50.00 for weddings. If you use the kitchen and ranges, the suggested donation is $100.00.

1. Other Individuals

Non-members may use church facilities during regular office hours or the sanctuary may be used when the pastor is present.

The following fee schedule shall apply:

 Gero Hall $150.00

 Luther Hall with kitchen $600.00

 Luther Hall without kitchen $350.00

Sanctuary $250.00

**SPECIAL FEES**

 \***Member Non-Members**

Organist Fee Negotiated Negotiated

Custodian Fee $50.00 Included in rental fee

Pastor Decision of couple $150.00

Sound Board TBD TBD

Sanctuary Usage Fee No charge $250.00

The price of the use of the sound board and media equipment is based upon the requirements of the wedding party. Contact the church office to receive the name and phone number of a qualified sound board technician.

Special fees are payable to each individual service provider on the day of the service or at a time mutually agreed upon. All applicable facility fees will be paid no later than one week prior to the wedding. The key deposit is due the day the key is picked up. Make sure to call the office to arrange a time to pick up the key.

\*Member definition – A parent or one of the people for whom the service is being performed must be a member to receive the member rate.

**APPLICATION FOR USE OF GLORIA DEI LUTHERAN CHURCH FACILITIES -- WEDDING**

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Name Gloria Dei Member?  Yes  No

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Phone Numbers (Home and Mobile)

Date(s) facility is requested\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Which room(s)/services do you need? (Check all that apply)

 Luther Hall  Sanctuary  Gero Hall  Kitchen  Sound Board

 Other room (please specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How will you use the facility?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Will you serve food/beverages?  Yes  No Approximate number of people?\_­\_­­­\_\_\_

I have read and agree to the Guidelines/Rules for Use of Church Facilities and agree to be responsible for damages and/or additional custodial costs should they be necessary:

X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature Date

For office use

Approved/denied for use by Church Council on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Circle one Date

User notified by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name Date

Key distribution date\_\_\_\_\_\_\_\_\_\_\_\_\_ Returned\_\_\_\_\_\_\_\_\_\_\_\_\_ Deposit amt.\_\_\_\_\_\_\_\_\_\_\_\_\_\_