



## First Mennonite Church Wedding Information Packet & Request Form

### A note from the staff of First Mennonite Church

Congratulations! Your wedding day is one of the most important and exciting days in your life. We are pleased to offer our building for your wedding and hope that this informational packet will help you decide whether our building is the right fit for your wedding needs. May God bless you as you prepare for your wedding and throughout your life together.

### FREQUENTLY ASKED QUESTIONS

#### **Planning the Ceremony**

##### When is the earliest date we can schedule our wedding?

You may schedule your wedding no more than 6 months in advance. A refundable deposit of \$100 is due with the completed building use request form to confirm the reservation.

##### Can we light candles during our wedding?

Yes, but candles must be provided by the wedding party and **must be drip-less**. All candles must be contained in a holder. Use of candles must be made known when reserving the church.

##### Does the church have candelabras?

The church does not have candelabras. A florist or rental store may rent candelabras.

##### When can we decorate?

Decorating is typically done just prior to the rehearsal. Time for decorating should be included in your request.

##### Can we decorate the pews?

Yes. There are 23 total pew ends and two chair ends down the center aisle in the sanctuary. You may use bows, floral decorations or pewabras, with non-marking attachments for the pews.

##### Can we decorate the walls and doors?

Yes, but all decorations must be attached to walls and doors with clean-remove masking tape only. Use of nails, pins, tacks, mounting tape, or any other items that leave permanent damage is not allowed. Signs and decorations must be removed immediately after the wedding.

##### Can the wall hangings and items on the platform be moved out of the sanctuary for our wedding?

Yes, but we have limited storage space and may not be able to move all items off the platform. The piano and communion table must remain on the platform. Contact the church office to discuss your specific requests.

##### Does First Mennonite help with the wedding programs?

Our office does not help with wedding programs. A variety of local and online print shops can assist with this need.

##### Does First Mennonite have musicians who can play at my wedding?

Unfortunately, we do not have paid musicians on staff. Ask friends, family, and co-workers for recommendations.

##### Does First Mennonite have instruments available for use at our wedding?

The piano may be used during your ceremony. A damage rider must be signed to use the piano. We do not have other instruments available for use, but musicians are welcome to bring their own instruments.

##### Can we record our wedding?

Yes, photography and videography is allowed. The wedding party is responsible for hiring and coordinating these services, as well as communicating with photographers/videographers about lighting needs. The church doesn't have any special lighting equipment to enhance the sanctuary lighting.

## Your Wedding Day

### Can a flower girl drop flower petals?

Yes, as long as a disposable aisle runner is used for ease of cleanup. An aisle runner is not required for silk flowers.

### What about bubbles, rice, confetti, etc.?

We allow bubbles and birdseed, but only outside the building. Rice and confetti are not allowed.

### Will there be a place to get dressed?

We don't have a designated "bridal party" dressing room. Downstairs there is a nursery, classrooms, and bathrooms which are available to you. There is a mirror in the women's bathroom and a mirror in the men's bathroom. There are also mirrors in the upstairs bathrooms. A hand mirror, ironing board/iron, and hair dryer are available as needed. The wedding party may gather in the basement fellowship area and upstairs library near the sanctuary entrance.

### How early should we meet at the church?

It's usually best to allow for two hours before the wedding to ensure that everything is ready by the start time. The church host will open the church and assist you as needed. Please factor in time needed before and after the wedding when reserving the church.

### What do I need to know about a guestbook table and a gift table?

Our church has small tables and some white/ivory table clothes that can be set-up in the foyer for wedding programs and a guest book. The church does not provide guestbooks. A gift table can also be set-up if the reception is held at the church. Otherwise, it is best to encourage guests to bring their gifts/cards to the reception site.

### Who is responsible for cleaning and picking up?

Unless janitorial clean-up services are requested in advance, the wedding party is responsible for picking up everything brought into the church immediately following the wedding. The church host will assist you in returning items back to the sanctuary. Designate someone to help with the sanctuary; to make sure all decorations, flowers, candles, etc. get to their proper places. Please assign another person to check the fellowship area, dressing rooms, bathrooms and other places your party used, to make sure nothing is left behind. Sweep floors as necessary. Your deposit fee will be refunded in whole only if these areas are returned to their original condition.

Are there any other church guidelines of which we need to be aware? Please read the attached building use guidelines for details on general building use expectations.

We hope your planning process goes smoothly.

Please contact the church office at 352-5353 or [office@fmc-cu.org](mailto:office@fmc-cu.org) if you have any other questions.

### **SANCTUARY INFORMATION**

- Aisle Length: 44 feet
  - Seating Capacity: 200
  - Number of pews: 23 (2 rows of 10, plus 3 additional pews on one side), and two back rows of padded chairs (18 chairs total)
- Fellowship hall capacity: 80 seated/100 standing

Sanctuary - Front



Sanctuary - Back



## STEPS TO SCHEDULING A WEDDING AT FIRST MENNONITE CHURCH

*Note: Events may not be scheduled more than six months in advance.*

1. Contact the church office to inquire about availability.
2. Review Wedding Information Packet and Building Use Policies.
3. Complete the wedding building use request form (in the church office or online at: [www.fmc-cu.org](http://www.fmc-cu.org)).
4. Return the completed form to the church office.
5. Staff will make a final evaluation and notify you about the decision.
6. Payment of deposit as outlined in the fee schedule is required before the agreement is finalized.

## POLICIES FOR USE OF THE BUILDING

Hosts (Church supervisor) - Individuals and groups not affiliated with First Mennonite Church must have a host from First Mennonite present during the entire time the building is used. A volunteer from First Mennonite will be found by the church office. The host will be compensated by the user(s) for his/her time, as outlined in the fee schedule. The office staff may grant exceptions to this rule for individuals and groups who have used the building over multiple years and have demonstrated adherence to all the rules.

Supervision of Children and Youth - Use of our nursery (in the basement) is available upon request. If children and youth are present during an event, full-time safe and adequate [adult] supervision is required [(all First Mennonite-sponsored events abide by a safe church policy, which can be viewed at: [www.fmc-cu.org](http://www.fmc-cu.org)).

Liability and Property Damage/Breakage - All persons using First Mennonite's building, equipment, and property shall hold the church harmless for any injuries or property damage that may occur. Individuals and groups using our building are expected to exercise reasonable care and judgement in order to prevent breakage of items, damage to property, and theft. The person signing the building use form is responsible for paying costs incurred by the church to clean, repair, or replace any part of the building or its equipment and furnishings beyond normal wear and tear. Any needed repairs or maintenance must be reported immediately to the church office (367-5353).

Security - Our church works to maintain a safe and secure environment, but no system is foolproof. We ask that all users pay close attention to personal property and valuables. Please do not leave them unattended. The church is not responsible for theft or damage to personal property.

Behavior - Users of the church building are expected to treat the building and others using it with respect.

Event Hours - Use of the building is permitted only during the hours requested and approved.

Parking & Bicycles - Parking is permitted in the church parking lot only during the time that a group has requested to use the building. Contact the church office if additional parking is needed. Bikes and skateboards are not allowed in the building. Bike racks are provided near the parking lot along Lincoln Ave. The church isn't responsible for theft or damage to personal property; any damage to vehicles and bikes is at the owner's expense.

Animals - Only service animals are allowed in the building.

Smoking - Illinois law prohibits indoor smoking in public spaces, including churches. Smoking in the parking lot is permitted as long as it's more than 100 feet of an entrance. All smoking materials and debris must be properly disposed of in ways that do not litter the grounds or pose a fire hazard.

Drug, Alcohol, Weapons, and Gambling - Alcohol, illegal drugs, weapons, and gambling are not permitted on church property.

Nuts and Red Colored Drinks - Nuts and food containing nuts may not be brought into the church. Red dye permanently stains the carpet, therefore drinks containing red dye may not be served.

Food and Drink - Food or drinks are not permitted in the sanctuary, except water bottles. Food or drinks are not allowed around church pianos.

Thermostats – Thermostats in the sanctuary and fellowship hall are programmed and should be adjusted by FMC hosts to ensure that the program is not altered, unless other arrangements are made with the church office ahead of the event.

Room Set-Up and Tear Down - Any changes in the way rooms are set up must be approved by the office staff. Staff time to set-up rooms is considered in the calculation of Impact Fees (see fee schedule). Users of the facility must leave it in the condition it was in before use; including return of chairs, tables, piano, pulpit, and kitchen items to their original position. Garbage must be taken out to the trash receptacle by the fenced area near the parking lot.  
ONLY THE ROOMS AND EQUIPMENT SPECIFIED IN THE AGREEMENT MAY BE USED.

Decorations & Candles - Decorations may be attached to walls, doors, and pews with clean-remove masking tape only. Use of nails, pins, tacks, mounting tape, or any other items that leave permanent damage to walls is not allowed. Signs and decorations must be removed immediately after the event is done. Burning of candles is not allowed unless permission is granted by the office staff in advance.

Cleaning - The church host will note the condition of the space when the event ends to determine if cleaning charges are appropriate. Users of the building are encouraged to avoid cleaning fees by participating in the clean-up, under supervision of the church host. Clean-up must occur immediately after the event. A clean-up checklist will be provided.

Piano Use - Piano use must be approved in advance by office staff. The piano may be carefully moved to the center of the stage with permission. Food and drinks are not allowed around church pianos. Users of the piano must sign the Damage Rider for Piano Usage Form.

Sound Systems - The church has a sound system/recording system in the sanctuary and a sound system in the basement. The sound systems are available upon request and may be operated by the church sound technicians at an additional cost (see fee schedule). Group-provided sound, recording, or video equipment may not be attached to the sound systems through cables or connectors without prior approval.

Fees - Users of the building must pay all required deposit, usage fees, and any additional service fees in accordance with the approved building use agreement. Payments are to be made on time as outlined in the fee schedule. Damage to First Mennonite property must be reported immediately to the church office and payment for the damage must be paid by a date agreed upon with the church staff.

Termination or Alteration of Agreement - Either party may terminate or alter this agreement with 30 days prior to the event.

## WEDDING BUILDING USE REQUEST FORM

Please complete both sides of this form. Return completed form to the church office as far in advance of date requested as possible to confirm your reservation. **Signed forms must be submitted to the office with a \$100 refundable deposit in order to confirm the reservation. Reservations aren't confirmed until the office receives the signed form and deposit.**

Names of individuals getting married:	Address of main contact:		
	Contact's phone number:		
	Contact's email:		
Date of wedding:	Start time (include decorating/set-up time):  am/pm	End time (include clean-up time):  am/pm	
Date of rehearsal:	Start time (include decorating/set-up time):  am/pm	End time (include clean-up time):  am/pm	
Estimated # people attending:			
<b>Required Building use fees (covers both rehearsal and wedding)</b>			
Members do not pay building fees, but should keep in mind that they are responsible for set-up and clean-up as per the building use guidelines.			
Non-member (no reception)	\$150 plus a refundable deposit of \$100 (details on reverse side)		
Non-member with reception	\$250 plus a refundable deposit of \$100 (details on reverse side)		
FMC host (2 hour minimum)	\$20/hour		
<b>Other fees (if requested)</b>			
Audiovisual staff (must be provided by FMC; 2 hour minimum)	\$20/hour		
Pre-setup by staff (2 hour minimum)	\$20/hour		
Janitorial services after the wedding (2 hour minimum)	\$20/hour		
Use of coffee, tea, creamer, sugar, paper products, or other perishables is available for a fee and must be requested ahead of the event. Contact the office to discuss details.			
<b>Please check all equipment being requested</b>			
<input type="checkbox"/> Piano (sanctuary and/or downstairs)	<input type="checkbox"/> TV/DVD	<input type="checkbox"/> Kitchen supplies & equipment	
<input type="checkbox"/> Lectern	<input type="checkbox"/> Projector	<input type="checkbox"/> Coffee Pot	
<input type="checkbox"/> Sound system	<input type="checkbox"/> Screen	<input type="checkbox"/> Tables & chairs (see below)	
<input type="checkbox"/> CD player	<input type="checkbox"/> Other:	<input type="checkbox"/> Tablecloths	
<input type="checkbox"/> Special set-up by First Mennonite staff is requested. Please discuss details with the church office.			

First Mennonite has 5' round tables (10), 8' rectangular tables (3), 19"x4' smaller tables (3), a variety of tablecloths, and around 100 metal chairs. Please indicate how many and what type of tables needed and the number of chairs needed:

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If requesting use of kitchen equipment, supplies or perishable supplies (e.g. coffee, tea, creamer, sugar), please provide specifics: \_\_\_\_\_

**Unless requested on the building use form, the wedding party is responsible for set up, clean up, and return to normal set up of the facility immediately after the wedding. A "Clean-up Checklist" will be provided for you.**

WEDDING BUILDING FEE AGREEMENT		
	Fee	Total Cost
Refundable deposit*	\$100	
Non-member (no reception)	\$150	
Non-member with reception	\$250	
FMC Host (required for non-members; 2 hour min.)	\$20/hour	
Audiovisual staff – must be FMC (if requested; 2 hour min. )	\$20/hour	
Janitorial services after wedding (if requested – 2 hour min.)	\$20/hour	
Pre-setup by staff (if requested)	\$20/hour	
Perishable supplies (coffee, tea, creamer, sugar, paper products) (Fee varies based on specific needs of event - contact the office)		
<b>TOTAL FEES</b>		
<p>*A refundable deposit of \$100 is due with the completed building use request form in order to confirm the reservation. The deposit will be refunded after the wedding once the host determines that the rooms used have been cleaned and put back to their original state. Part or all of the deposit will be kept if extra cleaning is warranted (and janitorial services weren't requested) or if items are damaged or missing. An additional fee can be assessed over the amount of the deposit if the cost to repair or replace an item is greater than the deposit.</p> <p><b>The remainder owed is due two weeks before the event.</b></p> <p>[Office Use] Date Deposit Paid:</p>		

I/we understand and agree to the rules and policies outlined by First Mennonite Church in the Wedding **Building Use Policy**, including piano damage rider, if applicable. I/we agree to pay the fees as outlined on the Wedding **Building Fee Schedule**, and understand that additional fee can be assessed if I/we fail to clean, reposition, and return church property to its original state. Damaged and/or missing First Mennonite property can be replaced by me (us) with approval of the office staff, or additional fees will be assessed if First Mennonite replaces/repairs property. Any damage/missing items will be reported to the church office promptly. **I/we hereby release First Mennonite Church, its pastors, leadership, and members from any and all liability for personal injury to any individual arising from use of the church facility.**

\_\_\_\_\_  
(Signature of responsible party)

\_\_\_\_\_  
(Date)

<p><b>For office use only:</b> Approved by: _____ Date: _____ Deposit received? Yes / No</p> <p>NAME OF HOST: _____ SOUND SYSTEM OPERATOR (if needed): _____</p> <p>NAME OF JANITOR (if requested): _____</p>
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## Damage Rider for Piano Usage

(if piano is used)

This rider must be signed by the same person and with the same title as the Building Use Request Form.

I the undersigned individual and responsible party for the rental of the sanctuary of First Mennonite Church for the purpose of holding a music recital/performance do hereby assume full and sole responsibility for any and all damages to the piano caused by anybody during the period of my rental. If damaged, I hereby agree to pay upon demand for repair or replacement of the piano at the discretion of First Mennonite church.

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Renter: \_\_\_\_\_

Event date(s) and time(s): \_\_\_\_\_

\_\_\_\_\_

Signature of responsible party: \_\_\_\_\_