

**BETHEL UNITED CHURCH OF CHRIST**  
**CHURCH FACILITY USAGE POLICY FOR WEDDINGS**

1. At all times while in the church, the wedding couple, their attendants, and their guests are expected to remember that they are in church and to act appropriately.
2. The Pastor of the church shall preside at all weddings unless special requests are previously approved.
3. A member of the consistory is expected to be present, unless special circumstances are involved.
4. The church has handicap access to the main floor as well as the basement.
5. No alcohol or drugs are allowed on church property.
6. Smoking is not permitted on church property.
7. No animals of any kind, with the exception of Service dogs, are permitted within the church facilities without special approval.
8. Groups using specific rooms of the church should confine its activities to that portion of the church.
9. No flash photography shall be used during the wedding ceremony. During the service, your professional photographer is asked to take pictures from the back of the sanctuary or in the balcony. Please give your photographer this information and ask him or her to see the pastor prior to the service.
10. Video cameras may be placed on a tripod in the balcony or with advanced permission on a tripod in the choir loft. Video cameras must only shoot using available light.
11. If using an organist from outside the church, he/she will need to meet with our organist.
12. Rice, birdseed, confetti, etc. may not be thrown in the building or sidewalks of the church facilities. Birdseed may be tossed or bubbles used in the church parking lot.
13. In decorating the church, no tape or nails may be used on the walls. Flowers not be laid directly on the floor, as they can stain the carpets.
14. At no time shall any exits or exit signs be covered or obstructed.
15. Attendance in the sanctuary must not exceed 200.

16. No food or drink except for communion, liquid baby formula and food, and medical needs are permitted in the sanctuary.
17. All participants and guests are expected to leave the facilities in good clean condition. Trash should be placed in the receptacles provided.
18. The church reserves the right to schedule other activities and events in other parts of the building.
19. Under extreme or emergency circumstances the church reserves the right to cancel reservations within a reasonable amount of time prior to any scheduled event.
20. The couple agrees to indemnify and hold the church and its property free and harmless from any and all liability for injury to death of any person, or for damage to property arising from the party's use and occupancy of the church premises, or from the act or omission of any person or persons, including the wedding party and guests, in or about the church premises with the express or implied consent of the wedding couple.
21. If a member of the church would like to reserve the church fellowship room, a \$25.00 usage fee is required. If there is no damage to the facility or excessive cleaning needed, the deposit will be returned to the user.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name (print): \_\_\_\_\_

Name (print): \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

**Bethel United Church of Christ**  
 W4225 County Line Road  
 Elkhart Lake, WI 53020  
 920-565-2977  
 bethelucc@bytehead.com