



Wesley United Methodist Church
98 North Maple Street, Hadley, Massachusetts 01035
413-549-1550 Email: office@wesleyfamily.org

Guidelines for Weddings

1. The wedding ceremony is a sacred worship service conducted by the pastor of the church or by the pastor of another church that has been invited by the Wesley Church pastor to officiate. It is intended to glorify God and to petition God’s blessing upon the couple in marriage and in their home. Therefore, the ceremony should reflect the same meaningful, orderly, and respectful structure as a Sunday worship.
2. To be assured of such dignity, the bride and groom need to arrange first a series of sessions with the pastor at least six months before the desired date for the wedding.
3. A wedding cannot be placed on the official church calendar without having a first meeting between the couple and the pastor. Wedding dates can be added to the calendar on a preliminary basis upon first contact with the church office, but are not secure until after the initial pastoral visit.
4. Should there be a conflict with another couple desiring the same particular date for a wedding prior to the initial pastoral visits, priority will be given in the following way:
 - 1st Priority – A couple in which one or both is/are members of Wesley UMC
 - 2nd Priority – The earliest date of a first contact with the church office/pastor in order to set up pastoral visits.
5. **Return the completed *Room Use Agreement*, below, to the Church Office at least 3 weeks in advance of the wedding. The Board of Trustees will then coordinate your requests.**

The Fee Schedule for all weddings is as follows:

<u>Wesley UMC Member Wedding</u>	<u>Non-Wesley UMC Member Wedding</u>
Use of Sanctuary.No charge	Use of Sanctuary.....\$300
Pastor.....Honorarium	Pastor.....\$450
Organist ¹\$250	Organist ¹\$250
Custodian ¹\$ 80	Custodian ¹\$ 80
Use of Great Hall (Reception).....No charge	Use of Great Hall (Reception).....\$250
Use of Great Hall & Kitchen ²No charge	Use of Great Hall & Kitchen ² \$300
Videographer ³\$ 75	Videographer ³ \$ 75

¹Payable directly to the organist and to the custodian the day of rehearsal

²Must receive written permission from the Board of Trustees for use of the kitchen & kitchen equipment.

³If using the Wesley Church technician

Fees continued:

1. Non-members wishing to use the church must put a deposit down equal to 50% of the total charges following the official setting of the wedding date. This provides a security that insures the day for the wedding.
2. A check to the remaining expenses must be given to the church administrative assistant before 2:00 PM, two days prior to the wedding.
3. All fee payments should be sent to the Wesley Church Office, c/o Office Administrator, 98 North Maple, Hadley, MA 01035.
4. No smoking is permitted in the building or on the grounds of the church at any time.
5. No drinking of alcoholic beverages by members of the wedding party on the day of the rehearsal prior to the completion of the rehearsal and on the day of the wedding prior to the completion of the ceremony.
6. No alcoholic beverages may be served at wedding receptions inside the church building.

Pictures:

7. Flash pictures may be taken prior to the wedding service up to and through the time of the bride coming down the aisle.
8. Time exposure photographs, with no flash, are the only ones that should be taken during the ceremony and only from the back or side of the sanctuary. No pictures should be taken from the front during the ceremony.
9. The wedding may be videotaped either by Wesley Church technicians using Wesley Church equipment for a fee or by others using their own equipment and placing cameras only in areas designated by the pastor.

Music:

1. As the wedding is a sacred event, music should also maintain the same sacred integrity. Music may be either contemporary or traditional and must first be approved by the pastor officiating the wedding.
2. Should the couple not have other options for musicians, it is their responsibility to contact the church's Director of Music, to determine availability.
3. Should outside musicians want to use the church organ, the selected musician(s) must contact the church's Director of Music for approval and to get instruction on the organ's use.

Miscellaneous:

1. Please advise guests against throwing any material at the wedding party inside the church building. Birdseed, grass seed, or bubbles outside are good alternatives.
2. All candles used inside the church must be dripleless.
3. Couples should present the marriage license that has been obtained in Massachusetts to the pastor at least three days prior to the wedding date.



Wesley United Methodist Church
98 North Maple Street, Hadley, Massachusetts 01035
413-549-1550 Email: office@wesleyfamily.org

ROOM USE AGREEMENT
PLEASE COMPLETE ENTIRE FORM

Name/s of Wedding Party _____

Responsible Person _____

Address _____

Day Phone _____ Fax _____

E-mail _____

Date of Request _____

Contact Person's Name _____

Date(s) Requested _____ Start Time _____ End Time _____

(Dates may not be scheduled more than nine months in advance, except with specific permission.)

Which day of the week? : *(circle one)*

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Room(s) Requested:

____ Great Room/Social Hall

____ Great Room and Kitchen *(available only by special arrangement with the Board of Trustees.)*

____ Sanctuary

Anticipated Number of Guests: _____

Will food or drink be consumed? ___ Yes ___ No

Special Needs or Requests _____

Set Up Instructions _____



Release and Indemnity

This ***Release and Indemnity Agreement*** is between _____ and Wesley Church (“church”).

RECITALS

- The church is the owner of the real property and improvements located at 98 North Maple Street, Hadley, Massachusetts (“Property”).
- The Organization desires to use the property described above for meetings and/or other activities.

AGREEMENT

NOW THEREFORE in consideration of this church permitting the Organization to use the Property and improvements described above, the Organization agrees as follows:

1. The Organization hereby releases, discharges, and covenants not to sue the church or its Trustees, administrators, directors, agents, officers, members, volunteers, and employees, from any and all liability, claims, demands, losses, or damages arising out of the Organization’s use of the Property. If any member, guest, invitee, or participant of the Organization makes any claim against the church or its Trustees, administrators, directors, agents, officers, members, volunteers, or employees, in connection with the Organization’s use of the Property, the Organization will indemnify, defend and hold the church and its administrators, directors, agents, officers, members, volunteers, or employees harmless from any and all litigation expenses, attorney fees, losses, liability, damages, and costs arising out of such claim.
2. The Organization represents that it carries standard general liability insurance coverage with a minimum of \$500,000 per occurrence. Upon request, Organization will provide the church with proof of liability insurance, and if requested, will add the church as an additional insured under Organization’s general liability policy.

ACCEPTANCE OF RESPONSIBILITY

I agree to be responsible for the conduct of those coming to, or participating in, the activity for which this application is being made, and for any damage beyond normal wear and tear that may occur as a result of this activity. I will remove all signs and decorations posted by my group immediately after the meeting/event has ended. I further agree that the church property will be used in accordance with the Rules and Regulations of the Board of Trustees, and I hereby consent to the Release and Indemnity Agreement.

Signature: _____

Print Name: _____

VISA/MasterCard Number (REQUIRED) _____

Expiration Date: _____

Date _____

Billing Address _____

FOR OFFICE USE ONLY

ROOM USE CATEGORY: _____

Request Approved: _____

Request Denied: _____

Agreed Upon Fees : \$ _____