

GUIDELINES AND POLICIES FOR FACILITY USE

The following practical guidelines and policies were developed to help you understand the opportunities as well as the rules for using this facility. *Please read them carefully.*

Sanctuary

- The Sanctuary should be reserved with the Pastor for the Wedding and the rehearsal.
- The pulpit, lectern, Communion Table, Baptismal Font and other furniture should not be moved without permission of the Pastor.
- Dripless candles must be utilized. The wedding party is responsible for cleaning up candle wax left on the Communion Table, carpeting or candleholders.

Garden Weddings

- Smaller Weddings may be held in the garden behind the church with prior approval.
- Someone needs to be hired to set up and take down chairs, which are available through arrangement with the Church Secretary.
- If used, a sound system is the responsibility of the Bride and Groom.
- In case of inclement weather, the Sanctuary may be made available through prior agreement with the Pastor.
- Please note that trains may frequently interrupt your ceremony.

Clean Up

- Pre and Post-Wedding Janitorial services must be arranged through the Church Secretary and paid for in advance.
- Immediately after the Wedding is over, please remove all flowers (unless they are being used for Sunday Worship), decorations and other equipment.

Dressing at the Church

- The Bride and her attendants are welcome to use the small Parlor off the Narthex for dressing prior to the ceremony.
- Please do not leave any floral boxes, hangers or other items in the building. All refuse should be collected and disposed of after the Wedding.

Flowers

- Flowers, candles and other decorations for the sanctuary and/or Fellowship Hall must be provided by the Bride and Groom. Please arrange for someone to meet your florist at the church.
- The church does not arrange flowers for Weddings.
- Flowers may be left for Sunday Worship. If this is the case, please let the church know in advance.
- With permission from the church, church members may use church-owned flower containers, candelabras and holders. If used, they must be returned in good condition to the place where they were found.

Music

- If you wish to have organ or piano music, the Church Organist or designated substitute must be used.
- All music to be used for the Wedding ceremony must be cleared with both the Pastor and the Church Organist.

Photography

- Photographers/videographers must clear their plans with the Pastor prior to taking photos/videos within the church.
- Flash pictures** may not be taken by anyone during the Wedding ceremony. Please advise your guests on this requirement.

Receptions at the Church

- If a Reception is to be held at the church, a Catering Service should be arranged by the Bride and Groom and the name of the Caterer should be provided to the Church Secretary.
- Use of the church equipment must be arranged through the Church Secretary.

Restrictions

- No alcoholic beverages may be stored, served or consumed on church premises, including the outside.
- Smoking is prohibited in the church building.
- No seed or rice is to be thrown on the property.

USAGE FEES

All fees are due in the church office two weeks prior to the service.

	Members	Nonmembers
Sanctuary or Garden	No Charge	*\$300
Counseling Fee	\$35	\$100
Pastor Honorarium	Customary but not required	\$150
Fellowship Hall	No Charge	**\$300
Organist	\$150	\$150
Custodian (Sanctuary only)	\$30	Included in \$300 fee
Custodian Overtime (more than 3 hours)	\$15/hour	\$15/hour
Custodian for Reception	\$50	Included in \$300 fee

* \$300 nonmember fee includes 3 hours of custodial service and sanctuary or garden rental.

**\$300 nonmember fee includes use of kitchen and 3 hours of custodial service.

THANK YOU FOR CONSIDERING OUR CHURCH FOR YOUR WEDDING

Welcome to Ogden Dunes Community Church, which is affiliated with the Presbyterian Church USA. Weddings have been an important ministry of Ogden Dunes Community Church for both members and nonmembers since its founding in 1953.

Your Wedding is a Worship Service -- one that will be even more meaningful through careful planning. This Guide was developed to help you plan your wedding and understand guidelines for using our facilities.

HOW DO YOU GET STARTED?

The first step is to assess whether or not Ogden Dunes Community Church meets your needs. The capacity of the Sanctuary is 150 people, including the Choir Loft; and the capacity of the Fellowship Hall is 150 people.

Presbyterians embrace marriage as a gift of God for the well-being of the entire human family. While your marriage is a civil contract for the State, marriage in our church is a "covenant into which a man and a woman are called to live out together before God their lives of discipleship." To help you explore and understand this covenant, all brides and grooms must agree to receive pre-marriage counseling by the Pastor over the course of 3-4 meetings.

Once you have decided to use our church, you will need to contact the Pastor of Ogden Dunes Community Church. In addition, you will need to fill out the enclosed *Application for a Wedding Service*.

Please note that all wedding ceremony plans must be approved by the Pastor of this church.

OGDEN DUNES COMMUNITY CHURCH
Presbyterian Church USA
116 Hillcrest Road
Ogden Dunes, IN 46368

Questions? Call 219-762-1184

**"...AND THE TWO
ARE UNITED INTO
ONE..."**

A Wedding Planning Guide for Ogden Dunes Community Church

