

Grand Lake United Methodist Church Facility Use

Statement of Understanding

Thank you for being our guest and choosing the St. Paul's or Montezuma campus of Grand Lake United Methodist for your wedding day. Below are a few guidelines related to the use of our facilities. Should you be in violation of any of these guidelines, you will forfeit your \$100 deposit, and if property damage occurs as a result, you will be held responsible for costs incurred for repair, and will also be assessed the cost of any additional custodial services needed.

- 1) Food or drinks are not permitted in the sanctuary.
- 2) Streamers, confetti, or bubbles are not permitted anywhere inside the facility.
- 3) Alcohol is not permitted anywhere on church property.
- 4) Room access is limited to ONLY those rooms specified for your use by the Grand Lake UMC Wedding Coordinator. Additionally, nothing in the rooms is to be moved or tampered with in any fashion without the express permission of the on-duty Custodian.
- 5) Access to facilities for purposes of decorating must be scheduled with the Grand Lake UMC church office, and generally occurs following rehearsal, or on the morning of your wedding day. Deviation of the arranged schedule is not permitted without the express permission of the church.

Date _____

(Signature of Bride or Groom)

Date _____

(Signature of Pastor)

Date: _____ Bride/Groom: _____ / _____

Wedding Date: _____

Time: _____

Rehearsal Date: _____

Time: _____

Grand Lake United Methodist Church Wedding Planning Checklist

Ceremony Location:

- Church Sanctuary at St. Paul's
- Church Sanctuary at Montezuma
- Other Location / Address: _____

Type of Wedding:

- Formal
- Informal
- Open
- Private

Number of Guests Expected: _____

Officiating Minister: _____

Bride's Full Name: _____

Address: _____

Email: _____

Phone: (home) _____ (work) _____ (cell) _____

Church Affiliation: _____

Parents: (Father) _____ (Mother) _____

Birth date: _____

Groom's Full Name: _____

Address: _____

Email: _____

Phone: (home) _____ (work) _____ (cell) _____

Church Affiliation: _____

Parents: (Father) _____ (Mother) _____

Birth date: _____

Address after wedding: _____

CEREMONY INFORMATION

Processional:

- Unescorted
- Half-aisle escort
- Full-aisle escort

Seating of Grandparents:

- Groom's Grandparents: _____
- _____
 - Usher: _____
- Bride's Grandparents: _____
- _____
 - Usher: _____

Seating of Parents:

- Groom's Parents: _____
- _____
 - Usher: _____
- Bride's Parents: _____
- _____
 - Usher: _____

Bride to be presented by: _____

Memorial Candle: Yes ____ No ____ (list name and relationship to bride/groom below)

Groom

- Best Man: _____
- Attendant: _____
- Attendant: _____
- Attendant: _____
- Attendant: _____
- Attendant: _____
- Attendant: _____
- Attendant: _____
- Attendant: _____

Ring Bearer: _____

Flower Girl: _____

Ushers

- _____
- _____
- _____
- _____
- _____
- _____

Acolytes

- _____
- _____

Guest Book Attendant(s)

- _____
- _____

OTHER INFORMATION

Photographer: _____

Videographer: _____

Special Setup / Decorations (specify) _____

Special instructions needed for Custodian: _____

Would you like a DVD slide show played at the ceremony? Yes ____ No ____

If yes, when do you want it? Pre-service ____ During Service ____ Post-service ____

Please check type of media below:

- Finished DVD
- A slideshow on a laptop that you will bring
- Video on flash drive using *.mpeg or *.wma
- Other (*please specify*) _____

Did you receive a copy of the *Grand Lake United Methodist Church Facility Use Statement of Understanding*?

- Yes
- No

Signature: _____