

Prince of Peace Evangelical Lutheran Church

Basye, Virginia

Policy for Use for Wedding Services Non-Church Members

As part of our ministry to the community, Prince of Peace Evangelical Lutheran Church offers the use of our sanctuary for wedding services for non-church members under the following terms and conditions. Please review and sign this document and return it via email to poplutherhanva@gmail.com to initiate planning with our church leadership.

Preparations

1. Individuals wishing to hold a wedding at the church should contact the Pastor of Prince of Peace directly through the church office as soon as possible to discuss date, time, and details for the proposed service. At that time a member of Council will be designated to serve as a liaison to assist with ensuring adherence to this policy and addressing any questions or concerns.
2. The wedding program must be developed in consultation with and fully approved by the Pastor and will generally follow the order of worship for services of holy matrimony set forth by the Evangelical Lutheran Church of America. Couples are required to meet with the Pastor to ensure alignment on the order of worship.
3. Participation by a visiting pastor, musician, and any other worship leader must be pre-approved in the consultation with the Prince of Peace pastor.
4. The Pastor will be compensated at a rate of \$300 for planning and implementing a wedding service, and payment in full is required at least one week prior to the day of the service. Payment should be made to Prince of Peace Evangelical Lutheran Church.
5. Musical accompaniment secured by the church will be compensated at a rate of \$150 and required prior to the day of the service. Families are strongly encouraged to engage our resident organist. Should they choose to make arrangements with an outside music provider, the musician(s) must participate in a pre-service meeting with the pastor to ensure alignment on the service program.

Facilities

6. A facility usage fee of \$100 will be charged for up to four (4) hours of use of the facilities, which include the sanctuary, Canaday Pavilion, Stidley Hall, restrooms, kitchen, and related furnishings and kitchen equipment. The facilities may be rented for additional hours at a cost of \$20 per hour. The usage fee remains the same whether the facilities are fully used or only partially used.
7. In the event food is served, an additional \$100 cleaning fee is required to be paid in advance. The user of the facilities is liable for the cost to Prince of Peace for any excessive clean-up if the procedures listed below are not followed, or if for any reason the facilities require additional cleaning as a result of the user's activities in the facilities.
8. A refundable deposit of \$250 is required if the consumption of beer and/or wine will occur during the use of the facilities. The user is responsible for securing all necessary permits and/or licenses required by state or local government authorities for the consumption of alcohol.
9. One or both of the wedding parties must sign this Agreement and Release form before the intended use. The wedding party is responsible for rendering the applicable fees and deposit and for ensuring compliance with all of the requirements listed in this document.
10. Additionally, the wedding party shall designate a "Person in Charge" who is responsible for ensuring compliance with all of the requirements listed in this document on the day of the ceremony.
11. Use of the facilities includes the use of all related furniture and kitchen equipment, but it does **not** include use of serving dishes, utensils, linens, paper goods, or food items belonging to Prince of Peace Evangelical Lutheran Church and stored in the kitchen or in Stidley Hall.
12. Alcohol use permitted in the facilities is limited to beer and wine. Selling alcohol is not permitted. The user of the facilities is required to ensure that use of beer and/or wine is compliant with the laws of the state or local government.

13. Upon completion of the event, all furniture must be returned to its original position. If any tables are relocated, they should be lifted for moving so as to not cause damage to the floor.
14. The kitchen must be left as clean as it was found. No food or beverages are to be left in the kitchen.
15. The user will remove all garbage and recycling to a proper disposal site off-site of Prince of Peace.
16. Prior to leaving the facilities, the Person in Charge and a representative of Prince of Peace will perform a walk-through inspection of the facilities to ensure that the property is in good order. If the user has rendered a deposit and no damage has occurred to the facilities, the deposit will be returned at this time.
17. Additional fees for time not originally included in the initial payment will be collected at the time of the walk-through inspection.
18. Deviations from this policy must be approved by the Church Council.
19. Any activity in the facilities must be conducted with the dignity and respect requisite of a place of worship.
 - Smoking is not permitted.
 - Pets, with the exception of service animals, are not permitted in any of the facilities.
 - The user of the facilities assumes full liability in connection with their use. The user of the facilities holds Prince of Peace Evangelical Lutheran Church totally harmless in any incidents that occur incidental to or as a result of such use.

Wedding Couple/User Print Name: _____

Wedding Couple/User Signature: _____

Phone Number: _____

Designated Person in Charge: _____

Phone Number: _____