

Lakeland Presbyterian Church

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Lakeland Presbyterian welcomes you to our facilities! We feel privileged to be chosen for your special occasion. In an effort to bring glory to the Lord and preserve the integrity of our church, we require that both the bride and groom be professing Christians, living a Christian lifestyle and that the service be Christian in orientation with all Christian music. Also, *please respect the following:*

- No secular music is allowed during the service or reception. Please submit your selected music to the church office or to the pastor for approval.
- No food or drinks are allowed in the sanctuary, chapel, bride's dressing room or foyer. Food and drinks are limited to the kitchen and gym. Make sure these areas are clean when you leave. *No alcoholic beverages allowed on the property.*
- All rooms should be left in good order after use. The care of the facilities shall be the responsibility of the party booking the facilities. Replacement or repair fees will be assessed should any damages occur. Please remove everything you brought in. Dumpster is located behind the sanctuary. Do not remove furniture or accessories from the library or bride's dressing room. *No glitter, no fireworks, no candles except for flameless or driplless.*
- If you choose to use a pastor other than Dr. Steve Jussely of Lakeland Presbyterian, it will be the visiting pastor's responsibility to contact Dr. Jussely before the wedding date for discussion of details.
- A minimum of one counseling session with Dr. Steve Jussely is required for *all* couples. Also, if Dr. Jussely officiates the wedding, the vows taken will be traditional and in accordance with the standards of the Presbyterian Church of America.
- Lakeland's wedding coordinator will be on site during both the rehearsal and wedding to lock and unlock doors, adjust thermostats and assist with the facilities. The facilities will be available during the week from 10:00 am-3 pm for decorating, for one hour for a rehearsal; and no earlier than 9:00 am or later than 7:00 pm on the day of the wedding. You may arrange with the coordinator or the church office the times for the building to be open. Please be prompt!

Payment and fees --

Fees for the facilities must be paid to consider the facility "booked" on your date. Please make separate checks for the sanctuary/chapel rental and the building damage deposit both payable to *Lakeland Presbyterian Church*. The counseling fee (payable to Dr. Steve Jussely) may be paid at the time of counseling.

Fees for the facility are refundable up to **90 days prior** to the wedding. After that date all fees become **non-refundable**.

The "Building Damage Deposit" will be mailed after the wedding following a favorable inspection of the facilities by a representative of Lakeland Presbyterian Church.

NOTE: All terms of this contract must be fulfilled to the satisfaction of Lakeland Presbyterian Church

**LAKELAND PRESBYTERIAN CHURCH
USE OF FACILITIES REQUEST FOR WEDDINGS**

DATE OF WEDDING _____

1. Name of Bride/Groom _____

Name & Cell number for contact person for the wedding party: _____

2. Time of Wedding: Begin _____ End _____ (no later than 7:00 pm)

Time the building needs to be open for the wedding party _____ (no earlier than 9:00 am)

Date/Time of Rehearsal: _____ / Begin _____ End _____ (limited to 1 hour)

Time the building needs to be open for the rehearsal _____

3. Approximate number of guests expected for the wedding? _____

4. Rooms Needed:

____ Sanctuary ____ Kitchen (Sanctuary) ____ Parlor/Bride's Room

____ Chapel ____ Family Life Center ____ Kitchen (FLC)

____ Other _____

Will food be served? _____

4. Sound System Equipment needed? (mic for the pastor or cd music) (\$50 fee) ____ yes ____ no

Church representative to run sound system _____

5. Tables for the Family Life Center: how many? _____

Chairs for the Family Life Center: how many? _____

Additional Instructions: _____

REMINDERS FOR WEDDING PARTY: *No alcoholic beverages on church property; no fireworks; no glitter; no food/drink in the sanctuary or parlor; flameless or dripless candles only; no moving furniture in the foyer; no secular music (only Christian music); no bird seed/rice; no adjusting the thermostats. The wedding party is responsible for removing all items and trash that they bring into the facility (dumpster located in the parking lot).*

***** FOR OFFICE USE ONLY *****

Calendar Confirmation By: _____ Date: _____

Church Representative Confirmed: _____ Cell: _____

Clean Up Crew Confirmed: _____ Cell: _____

Counseling Confirmed: _____

Damage Deposit returned on _____

Reasons Damage Deposit was not returned: _____
