

Wedding and Reception Policy Guidelines and Agreement For Non-Attendees



LifePoint Church encourages Christian friends to use our facilities for weddings. We are a family church and regard marriage as a divine institution between a man and a woman, given by God to glorify Himself and to provide a life of happiness and service to those united in Christ and the will of God. The church, therefore, regards the wedding ceremony as a worship service to be conducted in reverence and dignity, as well as with warmth and joy.

Our Conviction

It is our conviction that we are responsible before God to do the best we can to prepare couples for the demands and responsibilities of marriage. We want to have confidence the marriage ceremonies conducted at LifePoint Church will have God's blessing and the best preparation possible. As such, we are committed to God's standards and His best, rather than to what might be convenient for others or ourselves.

A Biblical Standard

LifePoint Church and its pastors are committed to helping people build strong marriages. The following biblical standards must be evident:

- A. The couple must be committed to building a Christ-centered marriage. Ephesians 5:25 (An illustration of Christ's relationship to His church.)
- B. The couple must be of similar convictions about Christ. In II Corinthians 6:14, Christians are called not to be "unequally yoked to unbelievers."
- C. The couple must exhibit that they are mature enough to handle the responsibilities of marriage. Ephesians 5:22-23
- D. The couple must desire to have a pure relationship. I Thessalonians 4:4-8 states the importance of controlling our sexual behavior outside of marriage. God wants this to be a rich part of the relationship.

- E. If this is a second marriage for either individual, there are two questions to be considered if a previous marriage was not dissolved by the death of a spouse.
1. Has your former partner remarried? Matthew 19:6. The Lord does not give anyone the right to take another's partner from him. We cannot be a part of hindering the Lord from being able to heal the relationship.
 2. If the living spouse has not remarried, has the former spouse broken the marital commitment by adultery? Matthew 5:32, Matthew 19:3-9, Mark 10:11.

The following are instructions given as guidelines for the planning and conducting of a wedding ceremony at LifePoint Church:

Wedding Coordinator

Anyone wishing to hold a wedding in our facilities must utilize our Wedding Coordinator. The Wedding Coordinator is available from the early planning stages until the ceremony to answer any questions and help the bride prepare for the wedding. After you complete and submit a Wedding Reservations Request Form and a Facilities Request Form (attached), and the request has been approved for the date of your wedding, an initial consultation will be scheduled with the Coordinator. The Coordinator will meet with you one month prior to the wedding and then again the week before the wedding to make sure all final preparations are done. The Coordinator will be present during the rehearsal and wedding. If you should choose to hire your own personal consultant, then he or she will be required to work with our church's Coordinator to make sure that LifePoint Church policies are being followed.

Pastor performing ceremony

In principle, weddings will be conducted in the LifePoint Church facilities by an ordained pastor of LifePoint Church. Member's ordained minister friends or family members can perform the ceremony, but only with the approval of our Pastor and/or the consent of our church leaders. Only in special cases upon request of the family, will ministers not affiliated with the Church be authorized to perform the ceremony. (No other ministers should be invited to perform the ceremony or assist until this has been cleared with a LifePoint Church Pastor).

Premarital Counseling

A pre-marriage counseling program is required. The officiating minister provides a couple preparing for marriage maximum assistance in thinking through the commitment they will be making. The required counseling requires a fee (see page 9) and will cover the following: The meaning of marriage, the potential problem areas of marriage, thinking and planning through the wedding services as an act of worship and Christian commitment, laying the ground work for future counseling as the need may arise, etc. The counseling sessions will be arranged with the officiating pastor. If pre-marital counseling is to be done by a Pastor of LifePoint Church, both the bride and groom will need to fill out a Pre-Marital Questionnaire form and return it to the Pastor before your counseling session. If your wedding is not being performed by an ordained pastor of LifePoint Church, a letter or documentation showing that pre-marital

counseling has been completed needs to be submitted to LifePoint church no later than four (4) weeks prior to the wedding.

General guidelines

LifePoint Church ministries and individual member's/attendee's events hold scheduling priority. There may be however, unforeseen emergencies (i.e. funerals, etc.) that will receive preference over other building/room reservations.

The time requested for use must fit within the existing facility use schedule:

Rehearsal on Friday 6:00 PM to 8:00 PM (2 hours)

Saturday - 8:00 AM - 10:00 PM (Up to 6 hours for Wedding, 4 hours for Reception)

All activity must be completed (including clean-up) no later than 10:00 PM.

Use of our sound equipment is NOT provided unless an equipment technician provided by LifePoint Church is scheduled. There will be an additional fee for the technician. We can supply the use of our available tables and chairs (limited quantity), however no linens, dishes, kitchen ware, silver ware or any other supplies will be available for use.

No alcoholic beverages, drugs, firearms or gambling are allowed in the church building or on the church property. No smoking is allowed in the building.

All groups using the facility must be sponsored and supervised by an adult church member or a Church approved adult non-member. This sponsor (person in charge), accepts responsibility for the use and security of the building.

No rice or birdseed shall be used in the LifePoint Church building.

No real flower petals shall be dropped down the aisles during the wedding as they could stain our flooring. The use of silk or artificial petals is acceptable.

Dripleless candles may be used; however there will be an additional fee to remove any spilled wax. Fuel candles are recommended and approved.

A LifePoint staff member will be in charge of the building during the wedding (security, lights, heat/AC, etc.). Only LifePoint Church staff is authorized to operate any building equipment. If the kitchen will be used for cooking and preparation, you must meet with the Wedding Coordinator to instruct you on the operation of the equipment prior to the day of the Wedding.

There is no dancing allowed during the ceremony or at the reception, in accordance with our Church philosophy.

Only our staff is authorized to perform the necessary cleaning of the building after the wedding/reception. There will be an additional fee for this.

All facility use is based on the condition that the premises are left in the same condition as they were found prior to the event. The building's condition will be assessed after the

Wedding/Reception. The refund of the deposit will be determined based on this inspection.

Leaving the facility in unkempt condition or incurring damages will be grounds for losing the deposit and incurring additional fees. Any damage that may occur during the Wedding/Reception must be reported to the Wedding Coordinator and the Executive Pastor at (360) 892-7100 or at info@lifepointvancouver.org

Music

The wedding ceremony is, first and foremost, as an act of worship of God. The music you select should reflect the magnitude, beauty and dignity of the occasion. Please discuss your choices of music and musicians with the Wedding Coordinator to insure that your music falls within the philosophy of our Church.

- ❑ Music should be appropriate and discussed with the Pastor prior to being scheduled or used. The Pastor has the right to make suggestions in the area of music if he feels the selections do not meet the standards of the church.

It is the bride's responsibility to make contact with and hire musicians. We suggest you do so as early as possible.

For use of the church sound equipment or keyboard, please let the Wedding Coordinator know so that arrangements can be made. There are additional fees for this.

Other

We ask that you refrain from using push-pins or nails for applying your decorations to the walls or furniture. Tape may be used, but it should be removable and not leave any residue on surfaces. If any damage occurs, a fee will be applied.

The church does not provide items for your wedding such as kneeling benches, candle stands, etc.

If you wish to leave the wedding flowers for use during the following Sunday service, please let us know in advance. We will be very grateful to have you share their beauty with us.

Reservation of Facilities

Reservations for any weddings, rehearsals and receptions should be made with the Wedding Coordinator as far in advance as possible and no less than 90 days in advance. All requests for weddings are subject to our facilities being available when regular and special church activities are not occupying the premises. A Request for Wedding Reservations Form and Facilities Request Form is required to be filled out in our church office to begin the reservation process. Weddings should begin no later than 2:00 PM. The Wedding Coordinator will be available to open the church three hours prior to the wedding start time.

Rehearsal

Setting the rehearsal date should be at the convenience of both the wedding party, the pastor performing the ceremony, and the audio/visual technicians. Two hours will

customarily be set aside for the rehearsal. All participants should be there on time. A charge could be added for excessive overtime of the rehearsal.

Kitchen Use

Every group or function requesting use of the kitchen must meet with the LifePoint Church kitchen supervisor and have a sponsor who 1) will make sure that all kitchen rules are followed, and 2) accept responsibility for the use and security of the facility. If a Caterer is to be used, he/she must assume this responsibility and provide proof of insurance (please see the Additional Requirements section for more details).

The sponsor and the caterer must be trained in the proper use of the kitchen equipment prior to the event. A walk through with LifePoint Church staff should be scheduled and given during regular church office hours prior to the Wedding day. **Office hours:**
Monday thru Friday 8:30am-5:00pm

Children under the age of 12 are not permitted in the kitchen at any time.

Cut only on cutting boards and not on counter tops.

The kitchen should never be left unattended if equipment has been turned on.

All kitchenware, silverware, plates, dishes, and all paper products are property of LifePoint Church and are not to be used. You (and or your Caterer) will be required to provide all your own cookware, serving items, dishes and paper products.

Please take all leftover food with you. Refrigerators are for church use only. All perishables should be stored in coolers that you bring for your function.

Kitchen Clean-up

Our staff will provide cleaning supplies and assist your crew with the following as provided for in the required fee:

- Turn off all appliances.
- Clean all surfaces with warm/hot soapy water (including sinks). Wipe again using disinfectant cleaner (mandatory).
- Wipe down all appliances.
- Stove, oven and burners are to be left clean
- Make sure garbage disposal is run and clear of food.
- Sweep and mop floors with disinfectant cleaner.
- Empty all trash and replace liners.

Gymnasium Use

Our staff will assist with set-up, break-down and cleaning, as provided for in the required fee.

Decorations are allowed, but only non-residue tape or other similar adhesive is allowed. No staples, nails or any other means of fixture that can penetrate the walls, wood or draperies will be allowed. Please remove all decorations and take them with you at the

end of your function. The use of our trash dumpster is not allowed for decoration material. Please make sure that all trash and personal items are removed from the premises.

Additional Requirements

All events must not cause undue wear and tear on the building or its furnishings, nor create any intrusive noise to the neighboring community, odors, debris, or any other factors detracting from the dignity of the edifice or the functioning of the building.

Facility users are responsible for assuring the facilities are left in original condition at the conclusion of the event. This includes, but is not limited to, returning all furnishings to their original positions, removing all decorations from walls and furnishings leaving no residue, event materials from room(s) and trash from the floors. Users are liable for all damages incurred to the facilities, and the items obtained therein. User will pay for carpet cleaning, if needed.

The Person in Charge and Wedding Coordinator will assess the condition of the facilities prior to and after the Wedding. A condition report will be filled out, initialed by the Coordinator, and signed by the Person in Charge. A final walk-through (after cleaning) with the Wedding Coordinator and Person in charge will be done using this same form. All deposits will be refunded in accordance with this report.

No deliveries will be accepted by LifePoint Church for any event. Users must bring all items with them at the time of set-up.

Strict adherence to the maximum capacity of each facility area is enforced in compliance with the City of Vancouver Fire Department regulations.

Access for physically challenged individuals is available at the front entrance to the Church. In addition there are handicap accessible restrooms available in the main hallway adjacent to the Church's foyer.

Due to insurance liability issues, only licensed caterers will be allowed to use our kitchen facilities. **All caterers** working at LifePoint Church must have **proof of a business license** from the State of Washington **and a current insurance certificate on file with LifePoint Church that lists LifePoint Church as Additional Insured** for use of the facilities and meets the following insurance limits; Commercial General Liability of \$1,000,000 per occurrence, including coverage for products liability. The copy of the insurance certificate must be received in the church office at least seven (7) days prior to the event.

If any of the above guidelines are not followed, a \$100.00 fine will be applied towards the deposit. In addition, LifePoint Church reserves the right to disallow the future use of our facilities to anyone who has violated these guidelines.

RENTAL OF CHURCH FACILITIES

Deposit/Security Deposit/Fees

Please see the attached Schedule of Fees. To confirm your reservation of the Church, a refundable deposit is required at the time you receive approval of your Facility Request. The total deposit will be determined by how many items are selected. **Please make out your deposit check to LifePoint Church (we cannot accept cash deposits for this).** This money also covers any damages or other charges that might be incurred in excess of our normal fees. Your check will be returned to you after the premises have been inspected and approved. If we determine that any damage has occurred, we will provide you with a full accounting of charges against your deposit.

Please note that in the event that your Wedding is cancelled, all deposits will be forfeited if we are not given at least eight (8) weeks advance notice. There will be no exceptions.

All fees are due 2 weeks prior to the Wedding.

The fees cover the use of the building for two (2) hours for rehearsal and for up to six (6) hours on the wedding day. It also includes the use of the sound/lighting technicians for two (2) hours for the rehearsal and two (2) hours on the day of the wedding.

Please note we can only accommodate **250 people maximum** in our gym for the reception. Please also take into consideration the amounts and types of tables we can provide and how many they seat. You may need to rent additional tables from an outside source. Please also note that we do not provide any linens or tablecloths.

Please sign the attached Signature Page and return to the LifePoint Church office.

FACILITIES USE FEES - WEDDINGS (NON-ATTENDER)

ITEM	USAGE FEE	DEPOSIT	TIME LIMIT	
Worship Center	\$1,000.00	\$500.00	2 hours for rehearsal, Up to 6 hours for wedding	
Lobby/Foyer	\$500.00	\$100.00	4 Hours	
Gymnasium	\$500.00	\$100.00	4 Hours	
Kitchen (supervisor required)	Number of Guests		Not required	Full use – 4 Hours
	<100	\$200.00		
	101-200	\$300.00		
Set-Up/Breakdown/Cleaning (required)	Number of Guests		Not required	4 Hours
	0-25	\$200.00		
	26-50	\$250.00		
	51-100	\$300.00		
	101-200	\$400.00		
Building Security (required)	\$200.00	Not required	Entire Event	
Sound/Lighting	\$200.00	Not required	2 Hours for rehearsal 2 Hours for wedding	
Wedding Coordinator (required)	\$200.00	Not required		
Piano	\$100.00	\$50.00 if used		
DVD/Powerpoint Projection Tech	\$100.00	Not required	2 Hours for wedding	
Pre-Marital Counseling	\$100.00 (minimum)	Not required		
24 Rectangle 6' tables (seats 6-8)	No Charge	\$50.00 if any used		
10 Rectangle 4' tables (seats 4-6)	No Charge	\$50.00 if any used		
22 Round 5' tables (seats 7-8)	No Charge	\$50.00 if any used		
400 Chairs	No Charge	\$50.00 if any used		

PLEASE RETURN THIS SIGNATURE PAGE. IT WILL BE KEPT ON FILE WITH THE WEDDING COORDINATOR.

I HAVE READ THE ABOVE POLICY AND GUIDELINES PERTAINING TO LIFEPOINT CHURCH FACILITIES USE AND TO CATERERS, AND AGREE TO THESE TERMS AND CONDITIONS:

Print Name

Address

Home Phone

Cell Phone

E-mail Address

Signature

Date

Date of Wedding: _____ Time: _____

Wedding Coordinator: _____

LIFEPOINT CHURCH

305 NE 192nd Avenue, Vancouver, WA 98684

(360) 892-7100 – Email: Info@lifepointvancouver.org

Request for Wedding Reservations

PLEASE COMPLETE AND RETURN

Date_____

Name of Bride_____ Age_____

Address_____ City_____ State_____ Zip_____

Home Phone_____ Work Phone_____

Cell Phone_____ Email_____

Name of Groom_____ Age_____

Address_____ City_____ State_____ Zip_____

Home Phone_____ Work Phone_____

Cell Phone_____ Email_____

Date Desired for Wedding_____ Hour_____

Second Choice_____

Weddings must
be scheduled
for Saturdays
only 8:00 AM to
10:00 PM

Will reception be here? Yes_____ No_____

If yes, approximately how many guests do you expect? _____

Minister Desired_____ or_____

Organist/Pianist_____ Soloist_____

Do you or your family attend LifePoint regularly? Yes_____ No_____

If not, what church do you attend? _____

The ministers of LifePoint Church are bound by Scripture concerning the remarriage of divorced persons. If either of you have been divorced please explain the circumstances of the divorce on the other side of this paper.

We, the undersigned, agree to comply with the policies of LifePoint Church regarding church weddings and receptions.

Bride's Signature

Groom's Signature