

## Wedding Policy

Weddings at Second Reformed Church are an opportunity to celebrate God's commitment and love. We are excited that you are interested in sharing in such a celebration. Listed below are our policies and procedures involving weddings. Please feel free to contact us directly with questions or needed clarifications: 616-772-2153 or [office@srczeeland.org](mailto:office@srczeeland.org)

Reservations must be approved by the church office for both the rehearsal and the wedding. **Please complete the accompanying wedding contract form** and submit with the \$500 refundable deposit to the church office by mail or in person to the above noted address.

### **MINISTERS & PRE-MARITAL COUNSELING**

All persons married at Second Church or by Second Church ministers are required to attend premarital counseling. Second's pastoral staff is available for counseling.

- The ministers of Second Reformed Church are available to conduct weddings for members of the congregation and community.
- Minister fees are a minimum of \$400 which includes the rehearsal, wedding, and 5-6 sessions of premarital counseling.
- The payment for minister fees described be arranged with the minister at premarital counseling and are not included in the building rental fees described below. These are not handled by the church office.

A couple may choose another ordained minister to conduct their wedding ceremony. The Board of Elders of Second Reformed Church reviews all requests. Please include the name, email address, and phone number of the ordained minister on your wedding application for review. In all cases, we ask that guest clergy respect the theology and ministry of Second Reformed Church.

### **BUILDING RENTAL FEES**

- **The building rental fee for weddings is \$1600.** This cost includes an onsite church wedding liaison (assists with all scheduling and building needs), trained sound technician and custodial services (ensuring facility is clean and prepared for your rental period.) The onsite church wedding liaison and sound technician are present for the rehearsal (2 hour reserved time block) and wedding (up-to 5 hour reserved time block).
- A **\$500 security deposit** is required to secure the date. This deposit will be returned after the wedding if all policies are followed.
- Fees must be paid in full one month (30 days) prior to the wedding.
- Additional fees apply for ceremonies scheduled beyond allowed times (\$50/half hour) and use of the Fellowship Hall (\$100.)
- All payment for building rental fees and the security deposit should be submitted to the church office: 225 E. Central Ave., Zeeland, MI 49464.

### **MUSIC**

- All musician arrangements are to be made by the couple to be married.
- The church is equipped with a pipe organ and grand piano.
- The organist of Second Reformed Church is available to play for weddings celebrated in Second Reformed Church. Please contact [music@srczeeland.org](mailto:music@srczeeland.org) for more information.
- If you are planning to use the organ, you must provide the organist's name and contact information to the Director of Music at [music@srczeeland.org](mailto:music@srczeeland.org).

- If your wedding music includes a string quartet or other musical instruments, please consult the Director of Music at music@srczeeland.org for proper setup.
- All staff musician fees should be arranged in consultation directly with musician.
- If recorded music is being used, a CD needs to be provided along (no phones, aux chords, etc.) with a list of songs and a ceremony order at least one week prior to the ceremony. If you need assistance with burning a CD, please contact the church office.
- Use of Second Reformed Church's electronic audio equipment cannot be used without a trained SRC technician.

### **SCHEDULING GUIDELINES FOR THE USE OF FACILITIES**

- Second Reformed Church activities take precedence, therefore weddings are scheduled accordingly.
- The church does not schedule weddings on Sundays or major holidays, including but not limited to: Christmas, New Year's Day, Thanksgiving Day, Labor Day, Easter weekend, etc.
- Weekday and Friday weddings must start no later than 7:30 p.m. and the church must be vacated by 9:00 p.m. Saturday weddings must start **no later than 5:00 p.m.** and the church must be vacated by 7:00 p.m. Should a couple wish to schedule their wedding later than normal wedding hours, additional charges of \$50 for each half hour will be applied if the time is approved.
- Please note that you have up to a five-hour block of time for your wedding and a two-hour block of time for your rehearsal. If the five-hour block of time is not needed for the wedding day, you are encouraged to request less time. All of your set-up and tear-down must be completed in this amount of time. If you would like to set up for your wedding the night before, you must have this approved by the church office. We will do our best to coordinate your event set-up time with prior facility availability; however, we reserve the right to change your schedule as deemed necessary for emergency events such as funerals.
- **Wedding rehearsals are to begin promptly at the time scheduled.** A sound technician and wedding liaison will be present.

### **SANCTUARY AND CEREMONY INFORMATION**

- The sanctuary seats:           280 (Maximum with the balcony)  
  250 (Maximum without the balcony)
- The chancel area may be rearranged within certain parameters with office approval.
- Furniture must be moved with assistance or supervision of church staff, and nothing can be removed without permission. **The communion table must remain in the chancel. It may only be used for communion elements.**
- If you would like the building's chimes to ring (can be heard outdoors, not indoors) when the married couple proceed from the building, please note this on your wedding application form.
- Ushers are recommended for seating people (using all aisles) and helping with close seating arrangements.
- **Decorations/Flowers/Candles:**
  - Seasonal decorations of the church will not be removed, with the exception of chancel banners.
  - Tacks, nails, wire, floral putty, and decorating tapes are not permitted on the walls, pews, furnishings or woodwork of the church.
  - You are permitted to attach decorations to the pews (see above for attachment restrictions – suggested to use ribbon or plastic hooks).
  - No glitter, confetti of any kind or birdseed are to be thrown in the building, sanctuary, or outside area.
  - Fake flower petals are allowed in the sanctuary but must be cleaned up by the end of facility rental.
  - No fog machines, special lighting, or DJ lighting is allowed in the building.
  - Unless dripless candles are used or encased in glass, all candles must have plastic protection on the floor under them. Plastic protection is not provided by the church.
  - All floral arrangements and/or decorations must be removed from the church within the reserved time block.
  - **Please notify the church office when your florist will arrive on the wedding day.**

## **BUILDING USE**

- No smoking within 25 feet of the building.
- **Alcohol is not permitted** on the property, including the parking lot, nor anywhere within the facility.
- No food or drinks are allowed in the sanctuary.
- You are welcome to use the Gathering Place and kitchenette (lobby area on the main floor) for eating food or setting out refreshments, but you may also use your getting-ready rooms.
  - Please provide your own plates, napkins, cups and utensils.
  - **No red, grape, or orange beverages may be served in the building.**
- Young children must be under adult supervision at all times.
- The use of the nurseries or toys in the nurseries is prohibited unless requested and approved in advance.
- If use of the nurseries is approved, all toys need to be sanitized after use and placed back in their designated place. This is the responsibility of the renter or you will be charged an additional fee.
- No animals (other than designated service animals) are allowed in the building. Second Reformed Church is not responsible for any lost, broken, or stolen personal items. Please keep all items of value with you.
- Second Reformed Church does not accept any responsibility for any articles left in the church.
- All injuries, accidents, or damage to the building or equipment must be reported immediately to the onsite church wedding liaison and before exiting the building.
- Damages to church property that exceed the \$500 security deposit will be billed to the signatory of this contract.
- The person requesting the use of the building will be responsible for the conduct of all in attendance.
- **It is expected that all spaces used will be left in good condition (trash and recycle disposed of properly in their respective bins) and furniture returned to its original location. You are not responsible for moving liturgical furniture found in the Sanctuary.**
- Failure to follow any of these guidelines may result in the loss of the \$500 security deposit.
- **Policies are subject to change at the discretion of the facility owner.**

## **CANCELLATION POLICY**

- Six months prior to the event: total deposit returned.
- Two to six months prior to the event: 50% of deposit returned.
- Two months or less prior to event: no deposit returned.
- Cancellations or postponed events due to adverse weather must be cancelled ASAP on the date of the event. No deposit will be returned in this case.

## **UNSURE OF WHO TO CONTACT?**

- Contact the church office to schedule weddings, rehearsals, and receptions at (616) 772-2153.
- Contact the church office to arrange furniture and facility needs.
- Contact the pastor to discuss marriage, schedule premarital counseling, and plan your wedding ceremony.
- Contact the organist or musician to provide music for your wedding. The church office can provide a list of suggested organists or pianists.