

Wedding Request Form

**St. John A.M.E. Church
229 Church Street
Huntsville, AL 35801**

(Check items below which apply)

<u>Facilities Desired</u>	<u>Cleaning DEPOSIT</u>	<u>Damage DEPOSIT</u>	<u>Facilities USE FEE</u>
Sanctuary	\$100.00 _____	\$150.00 _____	\$150.00 _____
Fellowship Hall only	\$100.00 _____	\$100.00 _____	\$100.00 _____
Fellowship Hall and Kitchen	\$100.00 _____	\$200.00 _____	\$200.00 _____
Classroom No., (each)	\$50.00 _____	\$ 25.00 _____	\$ 25.00 _____
Equipment:	Piano _____	Organ _____	Tables _____
			Chairs (Folding) _____
Audio Fee:	Monitor Only _____	Performance _____	
Other (Specify) _____	Member: Yes / No _____	Referred by: _____	

Wedding Date : _____ **Number Expected:** _____ **Beginning Time:** _____ **Ending Time** _____

(Times to include setup, photography, breakdown, cleanup etc)

Rehearsal Date: _____ **Number Expected:** _____ **Beginning Time:** _____ **Ending Time** _____

(Beginning Times should reflect time for church entry)

Reception Date: _____ **Number Expected:** _____ **Beginning Time:** _____ **Ending Time** _____

(Beginning Times should reflect time for church entry)

Bride's Name _____

Address _____

City, State, Zip _____

Telephone Number _____ email: _____

Groom's Name _____

Address _____

City, State, Zip _____

Telephone Number _____ email: _____

Guest Minister's Name _____

Address _____

City, State, Zip _____

Telephone Number _____

Guest Musician's Name _____

Address _____

City, State, Zip _____

Telephone Number _____

Wedding Request Form

Church Coordinator should be provided with required list of music for ceremony, if ceremony is not performed by Rev Patrick Clayborn.

Wedding Coordinator _____

Address _____

City, State, Zip _____

Telephone Number _____

Florist _____

Address _____

City, State, Zip _____

Telephone Number _____

Photographer _____

Address _____

City, State, Zip _____

Telephone Number _____

Caterer _____

Address _____

City, State, Zip _____

Telephone Number _____

Date Submitted: _____

INDEMNITY:

For and in consideration of the use of the facilities of the **St. John A.M.E. Church of Huntsville, Al**, applicant, its/their/his/her members, agents and employees, each hereby does AGREE and ACKNOWLEDGE to indemnify, release, and hold harmless **St. John A.M.E. Church of Huntsville, Al**, its members, congregation, trustees, employees and agents from judgment, costs or expenses (including any and all attorney's fees) , of every nature for injuries to persons, properties or either or both, arising out of or occurring in or about or in any way connected with Applicant's use of the facilities of **St. John A.M.E. Church of Huntsville, Al**.

Applicant (*Bride Signature*) Date

Applicant (*Groom Signature*) Date

The applicants signature denotes that he / she has read and agrees to the usage policies found in the St John A.M.E. Church '**Terms of Use Agreement**' & '**Wedding Policy**'.

OFFICIAL USE Calendar is Open Yes _____ No _____

Remarks: _____

Pastor / Approving Board Representative Date

Wedding Policy

Special Events - As a service to its members and community, St John A.M.E. Church wants to make our facilities available for groups and special events such as weddings, receptions, funerals, family reunions, retreats, and more. These policies are to help clarify the responsibilities of the church staff and those groups, families, or individuals who desire to use the church facilities.

Wedding Philosophy & Policies

The philosophy underlying the policies for weddings is that a Christian emphasis be encouraged and that members relate the ceremony to Christian family commitment.

1. All weddings should be scheduled on a master church calendar with first priority being given to church members. No wedding will be scheduled on Sundays or before 10am or after 6pm.
2. The Pastor, Staff and Organist are available upon appointment to assist in all weddings. Guest ministers shall be approved by the Pastor and the Organist shall be approved by the Director of Music.
3. The person who performs the wedding must be an ordained minister and in good standing with an affiliated denomination or church.
4. In keeping with the wedding philosophy, church members shall use the facilities without charge, except for the service of the Custodian.
5. **Premarital Counseling**
 - a. All couples must receive marriage counseling from a licensed minister or counselor. Those married by the staff of St John A.M.E. Church will receive scheduled counseling for a period of ____ weeks prior.
 - b. A premarital interview must be held with the Senior Pastor upon scheduling the ceremony. The concern of the Senior Pastor is that your life together is Christ-centered, a prerequisite to being married at St John A.M.E. Church.
6. **Financial Arrangements**
 - a. Upon approval of a wedding date, half of all fees and deposit must be paid. When these fees and/or deposit have been paid and the Wedding Application received, the wedding will be placed on the church calendar.
 - b. See the "**Wedding Request Form**" for outline of cost based on required usage.
 - c. A minimum fee of **\$50** for the services of the custodian shall be paid by all church members and non- members.
 - d. All checks / money orders should be made payable to St John A.M.E. Church and dated correctly.
 - e. If the wedding is canceled **24 hours** or more prior to the initial usage of the facilities, the total deposit and usage fee will be refunded.
7. **Facility Wedding Planning**
 - a. Wedding is a "worship" service and all members of the wedding party should conduct themselves at all times in a manner befitting the place of worship.
 - b. It is the responsibility of the bride/groom to familiarize the members of the wedding party with the policies pertinent to their conduct during the rehearsal, ceremony, and reception.
 - c. Decorations must not be attached with nails or other which mar or damage any surfaces. Furniture in the sanctuary may not be moved (e.g. communion table, etc.) unless with prior approval. Your party is responsible for the cleanup of personal decoration items, cake, cups and removing your trash from the premises.

- d. No tacks, screws, nails, scotch tape, etc. may be used on the walls, furnishing or railings. Tape used must be easily removable with no remaining residue.
- e. Any damage is the responsibility of the reserving party.
- f. No alcoholic beverages are permitted anywhere on the church premises.
- g. No tobacco products are permitted anywhere on the church premises.
- h. The church properties must be left in the condition in which they were found.
- h. The bridal party must not be in the building before 7:00am or after 9:00pm on the days of rehearsal and wedding. This policy shall be considered when choosing a time for both the rehearsal and wedding.
- i. All furniture items may only be moved by the staff at St John A.M.E. Church.
- j. No food or drinks are allowed in the sanctuary. Food items are only allowed in the kitchen and specific halls reserved. The wedding party is responsible for all clean up. To reserve additional rooms beyond the sanctuary please see the church office for a "Building Use Agreement".
- k. Smoking and alcoholic beverages are not allowed on church property. Any guest or participant who, in the judgment of church staff or representatives, appears intoxicated will be asked to leave immediately.
- l. Only drip-less taper candles or pillar candles may be used. When using candles, a drop cloth must be used to protect the building carpet from candle wax and moisture.
- m. All rooms used by the bridal party must be reserved with the church office before use. All rooms must be returned to the condition in which they were found.

(See 'Wedding Request Form')