

General Information Regarding the Use of the CCMW Facility for Wedding (Please keep this page for reference.)

Services & Fees:

- Payments to Church should be paid at least one week prior to the wedding. (See Cost Worksheet.)
- Payment for various service providers should be prepared separately, either as cash or as a check written directly to the individual. Each payment should be placed in a separate sealed envelope and be given to the Wedding Liaison at least a week prior to the wedding. The Wedding Liaison will deliver the envelopes following the rehearsal.
- Required service providers include: Sound Tech, Custodial Service, and Wedding Liaison.
- Other service providers, such as the Officiating Pastor, Musicians, and Soloists, should receive honoraria that is given at the discretion of the bride or the bride's family. Honoraria suggestions are provided on the Cost Worksheet.

Prohibitions and Appropriate Behavior:

- Illegal drugs, alcoholic beverages, and weapons are prohibited anywhere on church property. Smoking is prohibited in any part of the church building.
- Language, music, attire, and behavior should all be respectful and appropriate for this setting at all times.

Damage or Injury:

- CCMW accepts no responsibility for any injury of any person on premises to plan or conduct the wedding, unless such injury is determined to be due to negligence in building repair or maintenance.
- The Applicant is responsible for any damage to CCMW property that results from the direct or indirect action of anyone involved in the preparation of the wedding, whether it occurs before, during, or after the ceremony.

General Regulations:

- Approval applies ONLY to the areas that are specifically listed in the agreement.
- Written advance approval is required if you want to affix anything to the walls and/or furnishings.
- Furnishings may be rearranged, but the area must be returned to its next-use arrangement before you leave.
- Children must remain in the approved areas. (No child is to be in the building unsupervised.)
- The Family must see that all used areas are returned to their next-use condition and that all personal belongings are removed. (The Family is also responsible for cleaning of and trash removal from all used areas on occasions that the Custodial Service is not required.)
- Wedding Liaison will help to co-ordinate the clean-up/reset task and verify that it is completed. (The Wedding Liaison will also have the responsibility of checking all approved areas to see they have been cleaned and verifying lights are turned out and that outside doors are locked on occasions that the Custodial Service is not required.)
- Heat/AC will be programmed in advance and these systems should not be touched.

Change Possibilities:

- If unexpected physical conditions (including weather closures) prevent use the building as a whole or the specific approved areas of the building, CCMW will notify the contact person as quickly as possible.