Warrenton Presbyterian Church
a servant community

Request for Use of Space for Wedding

Weddings include use of the Women's Lounge, Library/Youth Lounge and Choir Room

Date Submitted: _____ **Member?** _____ **Non-Member?** _____

Bride's Name: _____ **Home Phone**: _____

Address: _____ **Work Phone**: _____

_____ **E-mail**: _____

Groom's Name: _____ **Home Phone**: _____

Address: _____ **Work Phone**: _____

_____ **E-mail**: _____

Please be courteous to other individuals and groups by keeping to the times and spaces requested and approved for your use. Changes in dates and times after approval cannot be guaranteed.

Wedding Rehearsal Date & Time: _____

Rehearsal Dinner in Fellowship Hall/Kitchen: _____ Date: _____ Times: _____

Wedding Date & Time: _____

Number of Guests: _____ **Chapel*:** _____ **Sanctuary*:** _____

* Please note that during the Easter and Christmas seasons, the Chapel and Sanctuary will be adorned. These decorations are part of the worship of this congregation and will not be removed.

Reception in Fellowship Hall and Kitchen: _____ **Set-Up/Decorate Date**: _____

Times: _____ **Reception Date:** _____ **Reception Times:** _____

Special Needs? _____

_____

_____

Candelabra? _____ **Use Existing Candles?**_____**Buy New?** _____ **Bell Toll?** _____

Pastor Schmahl Officiating?: _____ Pre-marital Counseling appointments scheduled? _____

Guest Clergy ** Officiating? _____

_____

** A copy of completed wedding license must be sent to WPC within 10 days of the wedding.

Handbook given to Bride/Groom? _____ **Toured Church?** _____

Church Representative* for WPC:** _____

****Your representative named above is your best point of contact and will be in touch with you in the near future.*

All are welcome at Warrenton Presbyterian Church. If you are not a member of our church, please note that until your reservation has been paid for it is not guaranteed. Also, the fees for the building use (not services) are refundable should your plans change.

The undersigned representative guarantees that all the space utilized will be left in the same condition as found before use and that the organization/group/individual agrees to abide by the Rules and Regulations of the Warrenton Presbyterian Church for said use. THE UNDERSIGNED ALSO AGREES TO ASSUME ALL RISK OF USE OF THE FACILITIES FOR ITSELF AND ITS INVITEES, AGENTS AND GUESTS. THE UNDERSIGNED FURTHER AGREES TO HOLD THE CHURCH AND/OR ITS AGENTS HARMLESS FROM ANY AND ALL LIABILITY FOR SAID USE.

Signed: _____ Date: _____
AUTHORIZED REPRESENTATIVE

Church Use/Space and Facilities – Leaders of community groups of children or youth who use the church facilities will be required to read the Child Abuse Prevention Policy and sign the agreement to abide by it. *Church facilities will not be available to groups whose leaders refuse to read and sign the policy.*

AGREEMENT TO ABIDE by the Child Abuse Prevention Policy and Procedures of the Warrenton Presbyterian Church

I have read and understand the policy and agree to abide by it. I do attest to the fact that I have never been investigated and convicted or had a "founded" charge, nor had any expungements from my records, concerning the following "barrier crimes": murder, kidnapping, rape, sexual assault, pandering, crimes against nature involving minors, taking indecent liberties with children, abuse and/or neglect, obscenity, pornography, or any other crimes involving minors.

_____ _____
Signature Date

_____ _____
Signature Date

FOR CHURCH USE ONLY:
Space is available: _____ Equipment authorized to be used: _____

_____

Fee to be charged by Church: $_____ Special restrictions on use: _____

_____

Reported to Session: _____ *Date:* _____
ADMINISTRATIVE ELDER

CC: ADMIN./PERSONNEL OFFICE SEXTON APPLICANT