



Wedding Planning Procedure

1. Call church office at 765.474.1887 to clear your proposed wedding date with Pastor.
2. Submit *Facility Use Request Form* (last page) and *Application Deposit Fee* to:

Grace Lutheran Church
102 Buckingham Drive
Lafayette, IN 47909

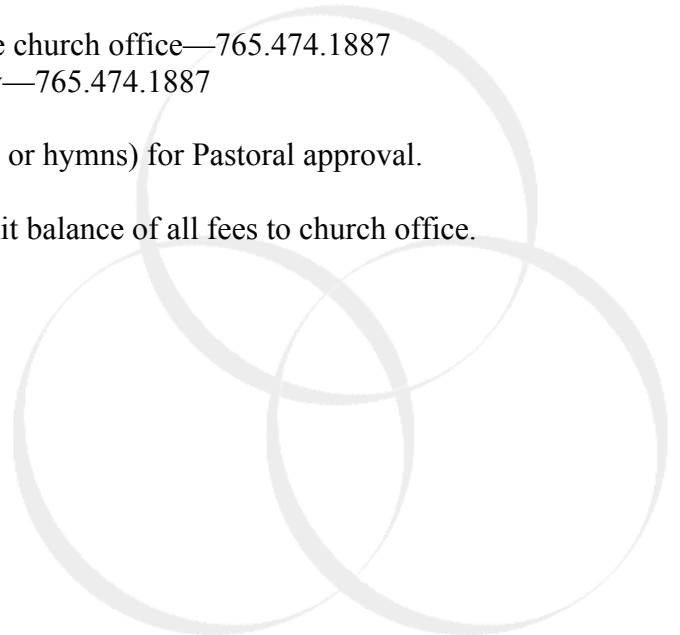
Or Fax to: 765.474.2037

Application Deposit Fee

Members	—	\$50
Non-members	—	\$100

Please note: No confirmation date will be given until deposit is received. Deposit will be refunded in full if wedding is cancelled six months prior to date or at the discretion of wedding facilitator and/or Pastor.

3. Upon wedding date approval, schedule appointment with Wedding Facilitator and Pastor.
Wedding Facilitator: please call the church office—765.474.1887
Pastor of Grace: Pastor Ed Morrow—765.474.1887
4. Submit wedding music selections (solos or hymns) for Pastoral approval.
5. Thirty (30) days prior to wedding, submit balance of all fees to church office.





Financial Matters for Your Wedding Day

There are only a few costs involved with a wedding at Grace. While these are not major expenses in comparison to other wedding expenses, we ask that you include them in your wedding budget and submit the balance 30 days prior to your wedding day.

	<u>Member</u>	<u>Non-member</u>
Use of Sanctuary	\$100	\$200
Secretarial Assistance	\$25	\$25
Fellowship Hall/Kitchen	\$50	<i>available to members only</i>
Organist	\$50	\$50
Organist & Soloist	\$65	\$65

Conditions and Details for use of Grace Lutheran Church

Any request for the use of any of the church facilities must be made on a *Facility Use Request Form* and submitted to the church office with appropriate deposit. We reserve the right to deny use to any person or group.

- Only LCMS Pastors may perform the wedding ceremony. See Pastor for exceptions.
- No ceremony can be conducted without a marriage license properly signed and placed into the hands of the Pastor before the ceremony.
- The facility is a smoke-free building. No smoking is permitted in the building.
- The facilities must be vacated by 10:00pm on Saturday night and by midnight on Friday night (any exceptions should be approved by Pastor).
- No decorations may be taped or tacked to woodwork or furnishings.
- Use of anything that will leave a residue will not be allowed for exiting wedding parties (i.e. rice, birdseed, bubbles).
- Pastor must approve all music for the ceremony.
- The wedding party may dress in the church building in designated areas.
- If the Pastor is to be included in the wedding photography, this may be done before the ceremony or as soon after the service as possible.
- Any damages incurred to the property will be the responsibility of the using party.
- A wedding runner will need to be used if flower petals are part of the wedding.



Facility Use Request Form
for Grace Lutheran Church
(return this page with your deposit)

Name: _____

Organization/Wedding Party: _____

Address: _____

Home Phone: (____) _____ Work Phone: (____) _____

Event Date: _____ Day of Week: _____

Event Start Time: _____ am/pm Event End Time: _____ am/pm

Room(s) Requested: _____

Nature of Use: _____

Signed Agreement:

I have read and agree to the conditions of use of the facilities of Grace Lutheran Church. I further agree, on behalf of any non-Lutheran group or organization, to hold Grace Lutheran Church, its agents, members, and employees harmless from any liability associated with my (our) use of the facilities.

Signature: _____ Date: _____

Accepted: Grace Lutheran Church

Signature: _____ Date: _____

Deposit Received:

Amount: _____ Date: _____

