



# Policies Governing the Use of Buildings for Weddings

First United Methodist Church  
217 South Main Street  
Enterprise, Alabama 36330  
(334) 347-3467  
[www.efumc.com](http://www.efumc.com)

Revised JULY, 2010

## **A MESSAGE TO THE BRIDAL COUPLE**

We are glad that you are having your wedding at First United Methodist Church, and we wish you happiness in this experience. Questions are often asked concerning the arrangement of the church for weddings. This information packet has been designed for this particular church. We hope it will answer most of your questions and concerns. Please feel free to raise any additional questions with the pastor or our Wedding Coordinator.

Quoting from the manual METHODIST ALTARS: "The church should be made as festive and beautiful as possible, but it should keep the atmosphere of a church, a house of worship. It should be remembered that a church wedding is a service of worship and consecration; a religious ceremony. The bride-to-be has a wide range of choices as to the kind of wedding she will have. It may be a civil ceremony, or she may choose to be married in a garden surrounded by beautiful flowers. But if she decides to be married at the altar of a church, then certainly no attempt should be made to change the church into a garden scene, or to move the furniture out to make room for an elaborate floral display." Weddings in the church are for the purpose of establishing Christian homes.

### **THE WEDDING SERVICE**

All bridal couples will be assigned a wedding coordinator from the church. The pastor and coordinator will work with the couple to plan, within the Christian context, the kind of wedding the couple desires. Where it is the wish of the bride or groom to invite other clergy to participate in the ceremony, this should be made known to the pastor of the church, who will then extend the invitation to the guest minister. The officiating pastor will counsel the couple concerning the meaning and responsibility of Christian marriage. The couple must contact the pastor to schedule counseling sessions. The "Officiating Minister Form" must be completed in full and returned to the church office.

# POLICIES GOVERNING THE USE OF BUILDINGS

The church buildings have been consecrated for worship, evangelism, Christian education, world missions, recreation, and the development of Christian character and life. Any use of the property should relate to these basic purposes. Priority in the use of the buildings shall be given to organizations and groups who are an integral part of the on-going programs and ministries of First United Methodist Church. Second priority shall be given to requests from members. Requests from non-members will then be considered, but will not be accepted more than three months in advance of the date in which the activity is to take place.

Specific policies regarding the use of the Parlor begin on page number seven. The Parlor is available to non-members only with the supervision of a church member. Business or for-profit meetings will not be allowed.

There is a separate schedule of fees for members and non-members. To qualify for a member's fee, the bride, groom, the parent(s) of the bride, or parent(s) of the groom must be a member of First United Methodist Church.

To avoid any embarrassment, it is suggested that these rules be called to the attention of all members of the wedding party.

***It is important that you read and understand all policy pages included in this packet.*** You are responsible for giving copies of the POLICIES governing the use of the buildings and facilities to your florist, photographer and caterer (If applicable). Please feel free to raise any additional questions with the pastor or our Wedding Coordinator.

1. First United Methodist Church will not be held responsible for any damaged, stolen, or lost personal property used, or stored on church property.
2. It is the policy of the church not to schedule weddings on Wednesdays because of interference with regular activities of the church. It is also the policy of the church not to schedule weddings on the following holidays without approval from the pastor: Easter weekend, Thanksgiving weekend, Christmas Eve and Christmas Day, and New Year's Eve and New Year's Day. No weddings will be scheduled one week before, during or immediately after Vacation Bible School, Weekend Musicals/Cantatas, or other significant church functions and events without prior approval from the above mentioned persons.
3. To request use of any of the buildings, the form REQUEST FOR USE OF CHURCH FACILITIES must be completed and returned to the church office. The administrative staff reviews requests at regularly scheduled staff meetings. If approved, the event will then be placed on the church calendar following receipt a security deposit. The security deposit will be refunded following the wedding, less expenses and damages that may be incurred during the event. Notification will be given by the church office regarding approval.
4. The pastor reserves the right to withdraw or modify a previously granted permission in the event that the space in question is needed for a church activity or program. In such cases, the user will be given as much advance notice as possible and all deposits and fees paid will be refunded.
5. If two groups and /or applicants request usage of the facilities at the same time, the pastor will use their discretion to select the applicant most directly related to First United Methodist Church activities, members, friends, etc.
6. The church may plan other activities on the day the building has been reserved, provided it does not interfere with the activity for which the building was reserved.
7. Persons planning events with special music should make an appointment with the Minister of Music to plan for the musicians and the musical selections to be used in the wedding at least two months in advance of the event date. A list of all music (title and author) must be submitted in writing to the Minister of Music at least four weeks prior to the event.

No dancing is allowed.

Only qualified musicians will be allowed to use the organ/piano. The church organist

may play for the event if she is available. (See attached sheet for her fee schedule.) If the services of an organist or a pianist from outside the church are desired, approval must be obtained in writing from the Minister of Music at least one month prior to the event.

The Minister of Music and/or pastor have the final approval for all music that is to be used for the event.

8. Use of the church sound system and equipment to be used must be discussed with the Minister of Music. A qualified technician to operate the Sound and/or Video equipment will be furnished by the Minister of Music. A sound technician should be enlisted no later than one (1) month prior to the event to ensure their availability. Please inform the church office when you have made this confirmation. See attached sheet for fee schedule.
9. The stage in New Fellowship hall is off limits for use unless requested in writing and approved by the Minister of Music at least four weeks in advance of the event. No equipment on the stage is available for use by the public. *No one will be allowed on the stage or in the sound booth in the New Fellowship Hall without prior approval from the Minister of Music.*
10. No food or drink is allowed in the Sanctuary or dressing rooms.
11. Dressing rooms for various members of the wedding party are provided. Check with the wedding coordinator for the locations. Please keep these areas clean and in order.
12. Keys will not be loaned out. Decorators, caterers, etc. who need to see the building must make arrangements to come during regular office hours.
13. Set-up for the wedding is not to begin earlier than 1:00 p.m. on the day before the event. If setup must take place at other than regular office hours, arrangements must be made with the wedding coordinator or custodial staff for entry into the building.
14. The florist/caterer must get approval from the church office or the custodian before any decorations are placed. No nails, tacks, screws, cellophane or masking tape or wire are to be put in walls, furniture or pews. Only florist tape should be used. Nothing is to be hung from the vents, ceiling tile or any other fixtures.
15. All candles will be provided by the wedding party. If candles are used, they must be mechanical (non-drip) candles. The only exception is for unity candles. You may use driplless candles for the unity lighting. A non-flammable material must be placed under the unity candle to protect the carpet and woodwork. No candles are to be placed in

the aisles or on the pews. Carpets and furniture beneath candles should be protected from the possibility of dripping wax. Candles must always be lighted and extinguished with the brass snuffers provided by the church or florist.

16. Decorations should be kept simple. The church decorating committee spends a lot of time decorating for the Christmas/Easter seasons. Christmas, Easter, and other seasonal decorations will NOT be removed or changed. Any wedding decorations must be done around the church decorations.

The cross, candlesticks, and liturgical paraments (white for weddings) on the altar table must remain as they are. You may place a Bible or small flower arrangement on the table in front of the cross. The Bible should be open. The flower arrangement should not be taller than the cross bar on the cross or extend beyond the candlesticks. The church has wedding kneeler cushions for use at the altar.

With assistance from the custodial staff, the following appointments or furniture may be moved from the chancel area: chairs, flower stands, offering plates, flags, and pair of seven-branch candelabra. The following appointments or furniture may NOT be moved from the chancel area: pulpit, baptismal font, altar table, cross, candlesticks and choir chairs. Decorations must never be placed on the pulpit, baptismal font, communion rail, piano or organ console. Pews on the main floor of the sanctuary may not be moved. Hymnals, Bibles and other items in the pews may not be removed. Flowers, decorations, or any other items should never be placed on or hung from the chandeliers. No decorations may be placed on the sconces, and the candles in them are not to be lit. No greenery or flowers should be placed in front of the organist or pianist.

Flowers and other decorations should be removed as soon as practicable following the wedding. If flowers from your wedding are to be placed in the sanctuary or narthex for worship services, please ask your florist to arrange them in the regular altar vases if they are in any other containers. If you wish to leave the flowers to use during worship, please make arrangements with the church secretary, as she knows the flower calendar schedule and will place an acknowledgment in the church bulletin for you.

17. Family members and friends having cameras should be advised that flash photographs are not to be taken during the ceremony. The only exception is that the wedding photographer may take a flash photograph of the bride coming down the aisle and of the bridal couple leaving the sanctuary. Time will be allowed before and after the ceremony for taking photographs. Natural light (no flash) photography is permitted, but not during prayer. Please inform the minister, accompanist, and soloists if they are to be included in the photographs.
18. Video may be taken during the wedding, provided there is no noise or moving around involved in the process. Video cameras may be placed in the choir loft provided they are stationary or remotely controlled.
19. *For safety sake, children attending the rehearsal and wedding should be supervised*

*by an adult at all times and not allowed to roam freely through the church buildings.* For an additional fee of \$60.00 for two hours, nursery attendants are available for preschool children during weddings and receptions that take place in the church facilities. Two nursery attendants will provide care for up to 8 children. Additional attendants will be required for more than 8 children, and additional fees will be required. See attached sheet for nursery worker fees. The nursery must be reserved no later than one (1) month before the wedding date.

The nursery facility will only be available during the wedding and reception at the church. Parents should be notified as to when to pick up their children. Only church approved childcare workers will be used. Childcare is not provided for children in 1<sup>st</sup> grade and above.

20. A wedding coordinator will be provided by the church. In the event that a family friend or relative is asked to direct the wedding, your assigned coordinator will work with your director to assure that no detail is overlooked in making your wedding one of the happiest and holiest moments of your life.
21. An initial meeting is required with the church custodian no later than two (2) months prior to the wedding date, as well as a follow-up meeting no later than one week prior to the wedding date. The custodial staff will begin setting up the church facilities at approximately 1:00 p.m. the day before wedding so as not to interfere with their other responsibilities at the church. The custodian's duties will be as follows:
  - a. The custodian will arrange the Sanctuary, Fellowship Hall and other facilities to insure that all necessary and requested equipment and furniture is placed according to specifications. They are not responsible for setting up decorations.
  - b. The custodian will provide custodial responsibilities before and after the wedding and reception.
  - c. The custodian is not responsible for the sound equipment of the church and should not be asked to run the soundboard or set up microphones.
  - d. A custodian or other administrative staff member will be present at all times during the wedding.
  - e. An hourly cost of \$50.00 will be incurred for visits conducted after normal business hours.
22. There will be no smoking, or use of tobacco products in the church buildings at any time. No alcoholic beverages may be served or consumed on the church premises and no guest under the influence of alcohol or drugs will be allowed to participate in rehearsals, ceremonies, or receptions.

## **Policies for use of the Parlor**

The Parlor is to be considered our church living room – a place where families can gather before weddings or funerals, where we entertain small gatherings, and hold meetings. It, like all of our facilities is to be used for the glory of God. Much care and expense have gone into furnishing the Parlor. Please help us keep it in excellent condition by observing the following:

1. Any group in the church or outside the church wishing to use the Parlor must contact either Laurielee Mixson or Jackie Bryars. The contact information is available through the church office. Reservations should be made as soon as possible and place on the church calendar no later than 2 weeks ahead of the event. All appropriate fees must be paid when the reservation is made. Reservations will not be taken more than 2 months in advance for non-church meetings, or three months for receptions. Church meetings or funerals will take precedence. Should a scheduling conflict arise, every effort will be made to move the scheduled event to another area of the church.
2. Capacity for meetings is 40 persons, for receptions, 75.
3. Use of the Parlor will be for the day of the event only unless special arrangements are made.
4. The event coordinator will assume all responsibility for any damages to the Parlor or furnishings as well as the cost of any extra cleaning and/or repairs.
5. Only finger foods are allowed. Punch must have a clear base. The parlor cannot accommodate a sit down dinner.
6. No major furniture pieces may be moved.
7. Nothing may be placed on the piano. Use of the piano must be approved by the Minister of Music.
8. If any extra furniture or decorations are to be moved into the Parlor, it must be cleared with Laurielee Mixson or Jackie Bryars, and moved by or with the assistance of the church maintenance staff.
9. Church maintenance staff must be present when the room is vacated unless other arrangements are made.

**Note to Bride:**

Please be certain you give a copy of this page to your caterer, at the time you make arrangements with them. A signed copy must be returned to the Financial Secretary prior to the event.

**TO ALL CATERERS:**

The caterers who have been employed in the past for weddings have usually been cooperative in every way. In order to prevent any misunderstandings, we take this means to advise you concerning the following:

1. **All caterers using facilities in the church will be expected to leave the kitchen and reception area in a presentable, clean condition and to see that the kitchen equipment or other items used are not abused in any way.** *If any damage occurs, it will be the responsibility of the caterer.* All disposable trash should be placed in plastic bags or containers. You are asked to pick up any litter in the hallways, or outside the building that was not present when the event began. Our custodians will be responsible for normal clean up and take-down immediately following a wedding. You are asked to complete your clean-up as soon as possible which will allow them to complete their work in a reasonable time.
2. It is your responsibility to find out from the person who secured your services what time you may set up all equipment, supplies, decorations, etc. No tablecloths, dishes, silver, cups, or glasses will be available from the church unless the wedding is for a qualifying church family member. A list of items available to church family members will be provided by the Wedding Coordinator.
3. Caterers are responsible for the cleaning of all items used. Please see checklist for kitchen use and clean-up.
4. If candles are to be used, they must dripleless candles. We also request that a nonflammable material be placed under all candles to protect the carpeting, tablecloths and woodwork.
5. There will be no smoking or use of tobacco products allowed in the church buildings at any time. No alcoholic beverages may be served or consumed on the church premises and no employee under the influence of alcohol or drugs will be allowed to participate or work.

**THE CATERER WILL BE HELD RESPONSIBLE FOR ANY DAMAGE TO FACILITIES, PROPERTY OR CHURCH EQUIPMENT CAUSED BY THEIR NEGLIGENCE OR THE NEGLIGENCE OF THEIR EMPLOYEES.**

## Checklist for Kitchen Use and Clean-up

	Wash, dry and place in appropriate drawers, shelves or closets all pots, pans, lids, trays and utensils.
	Thoroughly clean the stove tops.
	Thoroughly clean the inside of the ovens (if used).
	Thoroughly clean the inside of the warmer unit and trays (if used).
	Thoroughly clean the serving bar (if used) by removing all bins, washing and drying bins, then wiping down all surfaces.
	Wipe down all counter tops, tables, refrigerator and freezer.
	Thoroughly clean all sinks
	Remove any left over foods from the premises.
	Place dirty wash towels and/or drying towels in basket.
	Clean any spills in the refrigerator.
	Thoroughly clean the drink service area (if used). Clean all coffee pots and tea urns. Wipe down counter.
	Empty all trash cans and replace liners.
	Sweep the floor.
	Leave the paper goods closet in order.
	Empty and place back all ice chests and ice scoops.
	Make the office aware of any damage or any equipment that is not operating properly.

**Note to Bride:**

Please be certain you give a copy of this page to your florist at the time you make arrangements with the florist for your wedding. A signed copy must be returned to the Financial Secretary prior to the wedding.

**TO ALL FLORISTS:**

The florists of the community who have been employed in the past to decorate the church have usually been cooperative in every way. In order to avoid any misunderstandings, we take this means to advise you concerning the following:

1. **Florists decorating in any room of the church will be expected to leave the room in the same order in which they found it before decorating began.** Floral decorations and equipment should be removed from the building immediately following the wedding/reception, unless they are to be left for use in the church's worship services.
2. No set-up will take place until 1:00 p.m. the day before the wedding unless prearrangements are made. No nails, tacks, screws, cellophane or masking tape, wire, or any other materials that could damage the plaster, paint, woodwork, or leave a residue are to be used.
3. If the wedding coordinator has notified the church that they will be leaving a flower arrangement for the worship service, please show the custodian on duty which arrangement is to be left in the sanctuary or narthex. Please rearrange the flowers in the regular church vases if they are in any other containers.
4. Total cleanup of everything you bring into the building is your responsibility. All disposable trash should be placed in plastic bags or containers. Please pick up any litter in the hallways or outside the buildings that was not present when the wedding/reception began. After the wedding/reception, please remove all floral tape, leaves, residue and any spilled dirt from potted plants, ferns, floral arrangements, etc.
5. Saucers must be placed under all live plants that are brought into the building.
6. If candles are to be used, they must be mechanical or dripless candles. The only exception is for a unity candle. We also request that a nonflammable material be placed under all candles to protect the carpeting, tablecloths and woodwork.
7. No rice, confetti, real flower petals, or other material may be thrown inside the church buildings.
8. There will be no smoking or use of tobacco products allowed in church buildings at any time. No alcoholic beverages may be served or consumed on the church premises and no guest or employee under the influence of alcohol or drugs will be allowed to participate or work.

**THE FLORIST WILL BE RESPONSIBLE FOR ANY DAMAGE TO CHURCH FACILITIES CAUSED BY THEIR NEGLIGENCE OR THE NEGLIGENCE OF THEIR EMPLOYEES.**

**Note to Bride:**

Please be certain you give a copy of this page to your photographer at the time you make arrangements for photo and/or videos for your wedding.

**TO ALL PHOTOGRAPHERS AND/OR VIDEOGRAPHERS:**

1. Please remember that the wedding ceremony is a religious service. Being as inconspicuous as possible during the service is a contribution that the photographer can make to the sanctity of the occasion.
2. No flash photography is allowed during the wedding ceremony.
3. A flash photograph may be taken of the bride coming down the aisle and the bridal couple as they exit the church.
4. Still photographs without a flash may be taken during the service from a fixed location. Please do not take photographs during a time of prayer.
5. Photographs may be taken in the Sanctuary before the ceremony begins and after it ends. Please schedule your time so that all photographs have been taken in these areas before guests begin to arrive.
6. Please, no standing on pews or church furniture to take photographs.
7. Video may be taken during the wedding, provided there is no noise or moving around involved in the process. Video cameras may be placed in the choir loft provided they are stationary or remotely controlled.
8. Please inform the minister, accompanist, and soloists and other musicians if they are to be included in the photographs.
9. There will be no smoking or use of tobacco products allowed in church buildings at any time. No alcoholic beverages may be served or consumed on the church premises and no guest or employee under the influence of alcohol or drugs will be allowed to participate or work.

**THE PHOTOGRAPHER/VIDEOGRAPHER WILL BE RESPONSIBLE FOR ANY DAMAGE TO CHURCH FACILITIES CAUSED BY THEIR NEGLIGENCE OR THE NEGLIGENCE OF THEIR EMPLOYEES.**

## WEDDING SCHEDULE OF FEES

The following fees are required and must be paid in full to the Financial Secretary at least two weeks prior to the event. A security deposit must be paid at the time the facility is reserved. The security deposit will be refunded after the event provided there is no damage to the church facility.

	<u>MEMBER</u>	<u>NON-MEMBER</u>
<b>CUSTODIAL FEES</b>		
Hourly fee (2 hour minimum)	\$50 per hour	\$50 per hour
<b>FACILITY FEES</b>		
Sanctuary	N/C	300
Parlor (Church Members Only)		
Wedding Reception	150	N/A
All other events	75	N/A
New Fellowship Hall	100	250
Old Fellowship Hall	50	150
New Fellowship Hall Kitchen	75	100
Old Fellowship Hall Kitchen	50	75
Family Life Center	50	50
<b>MINISTER'S FEE (If applicable)</b>	Honorarium	150
<b>ORGANIST/PIANIST</b>		
(total for any rehearsals and event)	150	200
<b>SOUND TECHNICIAN</b>		
Event	75	75
Rehearsal (Fee charged for each Rehearsal)	75	75
<b>AUDIO/VISUAL TECHNICIAN</b>		
Event	75	75
Rehearsal (Fee charge for each Rehearsal)	75	75
<b>EVENT COORDINATOR (If needed)</b>	N/C	N/C
<b>NURSERY WORKERS (2 workers, 2 hour minimum each)</b>	15 per hour	15 per hour
Additional workers as needed (2 hour minimum each)	15 per hour	15 per hour
<b>SECURITY DEPOSIT</b>	350	350

**FIRST UNITED METHODIST CHURCH  
APPLICATION FOR USE OF CHURCH FACILITY**

Person Applying \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Member of EFUMC? \_\_\_\_\_ If not, what relation to EFUMC member? \_\_\_\_\_

Date of Event \_\_\_\_\_ Time \_\_\_\_\_

Date of Rehearsal \_\_\_\_\_ Time \_\_\_\_\_

Number of people expected: \_\_\_\_\_

Parts of facilities to be used: Sanctuary \_\_\_\_\_ Parlor \_\_\_\_\_ New Fellowship Hall \_\_\_\_\_

Old Fellowship Hall \_\_\_\_\_ Kitchen Facilities: New \_\_\_\_\_ Old \_\_\_\_\_

Nursery \_\_\_\_\_ Family Life Center \_\_\_\_\_

Will, you be using: The sound system? \_\_\_\_\_ Video system? \_\_\_\_\_

Kneeling cushions? \_\_\_\_\_ Organ? \_\_\_\_\_ Piano? \_\_\_\_\_

Music stands? \_\_\_\_\_ How many and where? \_\_\_\_\_

Microphones? \_\_\_\_\_ How many and where? \_\_\_\_\_

Would you like to leave the flowers in the Sanctuary for the Sunday morning worship services? \_\_\_\_\_ Yes \_\_\_\_\_ No

OFFICIATING MINISTER FORM  
FIRST UNITED METHODIST CHURCH  
ENTERPRISE, AL

I am an ordained minister in good standing in the \_\_\_\_\_

\_\_\_\_\_

I have made arrangements with \_\_\_\_\_

to provide marriage counseling prior to the date of the wedding on \_\_\_\_\_

\_\_\_\_\_

I have read the wedding policy of the First United Methodist Church and agree to abide by the policy outlined.

Signed: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Daytime Phone: \_\_\_\_\_

This form is to be completed and returned to First United Methodist Church to the attention of the pastor.

First United Methodist Church  
Attn: Pastor  
217 South Main Street  
Enterprise, AL 36330

# BUILDING USE AGREEMENT FORM

	COST
Sanctuary Event Fee	\$ _____
Parlor Event Fee	\$ _____
New Fellowship Hall Event Fee	\$ _____
Old Fellowship Hall Event Fee	\$ _____
NFH Kitchen Event Fee	\$ _____
OFH Kitchen Event Fee	\$ _____
Family Life Center Event Fee	\$ _____
Other Services	
Audio/Visual Tech.	\$ _____
Pianist	\$ _____
Organist	\$ _____
Custodial Fee	\$ _____
Nursery Workers	\$ _____
Total Cost	\$ _____
Security Deposit	\$ _____
Total Amount Due	\$ _____

ALL CHECKS ARE TO BE MADE PAYABLE TO  
ENTERPRISE FIRST UNITED METHODIST CHURCH

### Payment Record

Date \_\_\_\_\_ Amount Paid \$ \_\_\_\_\_ Received By \_\_\_\_\_

Date \_\_\_\_\_ Amount Paid \$ \_\_\_\_\_ Received By \_\_\_\_\_

# PROPERTY USE AGREEMENT

\_\_\_\_\_ (“the property user”) has asked THE ENTERPRISE FIRST UNITED METHODIST CHURCH (the church) for permission to use the Church property located at 217 South Main St., Enterprise, AL.

The use of the facilities shall begin on the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, for the following time period: \_\_\_\_\_. The property shall be used for the purpose of \_\_\_\_\_.

We agree to comply with the rules and regulations of the First United Methodist Church of Enterprise regarding church use. We understand that our deposit will be refunded provided no damages are incurred. We have read the requirements and guidelines listed on the sheets attached to this application and agree to abide by them. We will make every effort to insure that our guests do likewise. We understand that ultimately we are responsible for any damage resulting from the actions of the wedding party, guests, decorators, and others connected with the wedding or event.

In consideration of being allowed to use the property, the Property User and its officers and agents if any enter into the following agreement: The Property User shall indemnify, hold free and harmless, assume liability for, and defend the Church, its agents, members, employees and officers, from any and all costs and expenses, including but not limited to, attorney's fees, reasonable investigative and discovery cost, court costs, and all others sums which the Church, its agents, members, employees and officers may pay or become obligated to pay on account of any, all and every demand for claim or assertion of liability, or any claim or action thereon, arising or alleged to have arisen out of the Property User's use of real or personal property belonging to the Church, and from any claims or action arising by reason of any action or omission by the Church, its members, agents, servants, employees or officers.

Applicant's Name (printed): \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

If reserving for a wedding:

Bride's Name (printed): \_\_\_\_\_

Groom's Name (printed): \_\_\_\_\_

Date Signed: \_\_\_\_\_ Date approved by Church Staff: \_\_\_\_\_

**WEDDING DATA SHEET**  
**First United Methodist Church of Enterprise, Alabama**

Bride Elect \_\_\_\_\_ Date of Birth \_\_\_\_\_

Phone \_\_\_\_\_

Present Address \_\_\_\_\_

Church Affiliation \_\_\_\_\_

Parents' Names \_\_\_\_\_

Number of previous marriages \_\_\_\_\_ Last marriage ended by: \_\_\_\_\_

Groom Elect \_\_\_\_\_ Date of Birth \_\_\_\_\_

Phone \_\_\_\_\_

Present Address \_\_\_\_\_

Church Affiliation \_\_\_\_\_

Parents' Names \_\_\_\_\_

Number of previous marriages \_\_\_\_\_ Last marriage ended by: \_\_\_\_\_

Address after Marriage \_\_\_\_\_

Wedding Date \_\_\_\_\_ Hour \_\_\_\_\_

Rehearsal Date \_\_\_\_\_ Hour \_\_\_\_\_

Number of Guests Anticipated \_\_\_\_\_

Will the Fellowship Hall be used for the Reception?  Yes  No

Will the Fellowship Hall be used for the After-Rehearsal Dinner?  Yes  No

Officiating Minister(s) \_\_\_\_\_

Address \_\_\_\_\_

Organist \_\_\_\_\_ Vocalist \_\_\_\_\_

Florist \_\_\_\_\_ Caterer \_\_\_\_\_

Wedding Director \_\_\_\_\_ Phone \_\_\_\_\_

Maid (Matron) of Honor \_\_\_\_\_

Bridesmaids:

\_\_\_\_\_  
\_\_\_\_\_

Best Man \_\_\_\_\_

Groomsmen

\_\_\_\_\_  
\_\_\_\_\_

Other Attendants: \_\_\_\_\_

\_\_\_\_\_

Dates for premarital conferences with Minister \_\_\_\_\_

\_\_\_\_\_

I have read the policies listed on the sheets attached to this form and agree to abide by them. I will make every effort to insure that my guests do likewise. I understand that I am responsible for any damage resulting from actions of the wedding party, guests, decorators, and others connected with the wedding.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_