

Building Usage Agreement for Weddings

Thank you for selecting Druid Hills United Methodist Church for your wedding. We are dedicated to assisting you with your wedding day. Please read and initial the following guidelines for our church. **Our Event Coordinator, Julia Alexander can be reached at (404) 630-4180 or weddings@druidhillsumc.org.** All questions, changes and concerns should be directed to her and not to church office staff. **Office staff may not be available to give access to the building or answer questions after your wedding has been booked.**

_____ All fees are due 60-days prior to your wedding. The non-refundable down payment of \$250 will be applied to the \$1,000 Sanctuary rental fee. If you need to change the date of your wedding before the 60-day payment is due it can be done subject to availability and a rebooking fee of \$100. If you have to cancel your wedding after the 60 day/date payment is received/passes all fees except damage deposit will be retained by the church. If you need to reschedule your wedding after the 60-day payment is due you may do so as long as your 60-day payment has been made, provided the new date is available and a rebooking fee of \$100 is paid. You are allowed one (1) reschedule per \$250 down payment. If you have to reschedule a second time you will be charged another \$250 down payment and all other money collected will be retained by the church and not applied to your account. Druid Hills UMC reserves the right to changes fees and usage rules. If there are any changes you will be notified in writing.

_____ A damage deposit of \$500 will be collected as part of the fees due the church 60-days before the wedding. You will receive a refund check if you have followed the rules and the Druid Hills UMC Wedding Coordinator approves of the condition of the facility after your use thereof.

_____ The altar table may not be removed nor can it display flowers. Only the cross and candles may be placed on it. The artwork cannot be removed. Any furniture removed, including furniture and signs from the narthex, must be replaced immediately following the ceremony. If any items are not returned, a \$75 fee will be charged.

_____ The use of flash cameras by photographers or guests is strictly prohibited during the ceremony. **Photography is not permitted during the service.** Only stationary videography is permitted during the ceremony. Picture taking may be scheduled immediately after the ceremony. If you plan to videotape the ceremony, please inform the Event Coordinator so that appropriate plans can be made.

_____ Fee for use of the sanctuary includes: Use of 1 handheld microphone, 1 lavalier microphone, P.A system, piano, Cross and candles for altar table. Any other equipment must be provided by the wedding party.

_____ No nails, tacks, glue or staples may be used to attach any decoration to the church.

_____ Aisle runners are not permitted.

_____ Rose petals, birdseed, confetti, glitter, or rice are NOT permitted. Silk rose petals may be used inside, however an additional \$75 cleaning fee will be charged.

_____ Children must be under adult supervision at all times.

_____ Food and beverages are not permitted in the Sanctuary or Narthex. Food is only permitted in the Fellowship Hall. **Excessive clean-up of food waste will result in an additional \$75 cleanup/trash removal fee.**

_____ As per the *United Methodist Book of Discipline* no alcoholic beverages may be consumed on church property. **If alcoholic beverages are found your wedding will be immediately canceled, and all money collected as fees and deposits will be retained by the church including damage deposit.**

_____ Smoking is only permitted outside.

_____ Recorded music is not permitted due to copyright law concerns.

_____ The rehearsal shall last no more than 1 hour. The church will be open 15 minutes before rehearsal. An overtime fee of \$100 per hour (\$25 per quarter hour) applies. Please allow for Atlanta Friday traffic. **Please only include those people who are actively participating in your wedding at the rehearsal.** If the Sanctuary requires cleaning after your rehearsal a \$75 cleaning fee will be charged.

_____ The church will provide a Bride's Room and Groom's Room for a preparation and gathering area. If more rooms are needed, they can be rented for a fee of \$75 each.

_____ Use of the church and gathering areas on your wedding day is limited to 4 hours. The church will be open 2 hours prior to your wedding, one hour for the service, and one hour for photos and floral/decoration removal after the service. Additional time is available for a fee of \$100 per hour/\$25 per quarter hour. **All items must be removed promptly after the ceremony and the church will not be responsible for storing any items.**

_____ All candles must be driplless, or have a wax catcher. Candelabras/candles are not permitted on the carpeting. Any candle in a window must be resting on a plate.

_____ I will give my florist and wedding planner a copy of *Guidelines for the Florist* and Event Coordinator contact information.

_____ I acknowledge that the Druid Hills UMC Event Coordinator's role is to be a liaison between the wedding party and the church, make sure HVAC equipment is on and running, P.A. system on, doors unlocked, and to attend to the immediate needs of the wedding party at the rehearsal and day of the wedding. **The Druid Hills UMC Event Coordinator does not direct weddings, coordinate vendors (except for giving them access to the building), or pay vendors.**

_____ I acknowledge that Druid Hills UMC is not responsible for conditions beyond its control, including but not limited to: Acts of nature, catastrophic equipment failure, power failure, or any other condition created by outside forces over which the church or staff has no control. I hold harmless Druid Hills UMC for these conditions.

_____ I hereby release and forever discharge Druid Hills United Methodist Church, its members individually, and its members, officers, agents and employees from any and all claims, demands, rights and causes of action of whatever kind that I or any person participating in my wedding may have either arising from or by reason of any personal injury or property damage resulting from or in any way connected with my wedding. **I have read and understand the above terms and conditions and agree to them.**

Signed _____ Role (Bride, Groom, Outside wedding coordinator) _____ Print Name _____ Date _____

Please return this signed agreement along with your reservation form to the church office.