

In order to officially secure your event date, please read and sign this event waiver form.

Important Guidelines and Building Use Restrictions:

- All weddings must be hosted by a church member or a regular attendee and planned with the church Wedding Coordinator.
- With respect to PA COVID regulations, all inside weddings must be 25 people or less.
- No wedding can be held during a church function.
- All weddings held on a Saturday must be finished and packed up by 5:00 pm.
- There is no rental fee, however we do require fees for our Wedding Coordinator and set up and cleaning that are due with submission of the Wedding Waiver form. The Set Up fees are refundable up to the day before the rehearsal in the event of a cancellation. These fees do not include a Pastor honorarium.
 - Set Up and Cleaning: \$75.00 for up to 70 people or \$100.00 for 71 or more people.
 - Wedding Coordinator: \$50.00
- Host/Hostesses are in charge of acquiring their own musicians. If needed, church musicians may be available, but not guaranteed.
- After your requested date is approved and the Wedding Waiver Form is signed and submitted with the fees, you will work with the church Wedding Coordinator to discuss wedding details and church building regulations.
- The sanctuary, the nearest restrooms, and the bridal party preparation rooms will be available. All other rooms will be off limits to hosts/hostesses and guests unless otherwise approved by the Wedding Coordinator.
- The night before the wedding date will be reserved for the rehearsal.
- No alcoholic beverages or drugs/illegal substances are to be used in the building or on church property.
- There is no smoking in the building.
- For decorating; no nails, tacks, or tape can be used anywhere in the church. Open flame candles are not permitted except for the candle lighting ceremony.
- Please ensure that all decorations and personal belongings are removed immediately after the event. The church is not responsible for anything lost or left unattended.
- The host/hostess must report any damages to the building/church property or any maintenance issues to the Wedding Coordinator.
- Couples are required to participate in pre-marriage counseling with the chosen Pastor prior to the wedding date.

Office Use Only:

Event Date: _____

Event Time: _____

Rehearsal Date: _____

Bride's Name: _____

Groom's Name: _____

Contact Phone Number: _____

Contact Email: _____

Set up and Cleaning: _____

Wedding Coordinator: _____

Wedding Details:

Rooms Included: Sanctuary, Nearest Restrooms, Bridal Party Preparation Rooms.

Wedding Officiant and Pre-Marriage Counselor

Pastor Geary Witt

Pastor Zac Calkins

Special Requests or Notes: _____

By signing below, I am verifying that I have read over and agree with the guidelines above and that the event information is correct.

Signature: _____

Date: _____

Print Name: _____