



## **WEDDING GUIDELINES**

Thank you for using the University Church of Christ facilities for your wedding.

The following paragraphs contain information that emphasizes the agreement. Receiving this packet does not confirm your reservation. A signed reservation form with a refundable deposit attached confirms your reservation.

### **A. FEES AND DEPOSITS**

**Deposit - \$300:** This deposit is refundable and is dependent on leaving the facilities in good order. A deposit must be turned in with a completed reservation form. No dates will be reserved on the official calendar until these have been turned in to the UCC office at 733 E.N. 16th, Abilene, Texas, 79601.

**Sanctuary - \$750:** This fee provides you with unlock and lock up. You will have a sound technician available to run the sound for your rehearsal and wedding. We will have the Sanctuary vacuumed after your wedding. At the conclusion of the wedding, you are expected to remove everything and all decorations you bring into the Sanctuary within three hours of the conclusion of the wedding.

**Chapel - \$300:** This fee provides you with unlock and lockup. Sound is available in the Chapel; however, a sound technician will not be provided. We will have the Chapel vacuumed after your wedding. You are expected to remove everything and all decorations you brought into the Chapel within three hours of the conclusion of the wedding.

The chapel seats approximately 150 people. There is a middle aisle with 15 pews on either side.

If additional hours are needed, and if our UCC representative is available, there will be a fee of \$50 per hour for the sanctuary and \$25 per hour for the chapel, which will be deducted from your deposit. Please inform your decorator/ planner of the hours you have designated for your wedding. You are responsible for all deliveries; not UCC. We are able to open the sanctuary or chapel for decorating at 8 a.m. on the Friday before the wedding. Please do not schedule caterers/decorators to come in anytime before 8 a.m. on the Friday before your wedding.

**Family Room - \$200:** The Family Room is available for the reservation of your reception. This room will hold approximately 150 people. You will have round tables, rectangle tables, and chairs for your use. When you reserve the Family Room you are also reserving the Courtyard. The tables and chairs in the Family Room may be used in the Courtyard. When you reserve the Family Room, it does not include the Ministry Activity Center. Please do not remove any items, or use the tables and chairs, from the Ministry Activity Center in the Courtyard or Family Room.

**Ministry Activity Center - fee starts at \$250:** Please see the Ministry Activity Center Facility Guidelines for information.

## **B. INFORMATION**

1. All wedding reservations require a *Wedding Reservation Form*.
2. No rice, confetti, birdseed, glitter or the like, may be used inside the building.
3. All plans for activities must be submitted in advance to the Facilities Coordinator. All music (instrumental, live, recorded, and lyrics) must be appropriate and used at a reasonable volume.
4. Use of the Parlor (room 101) is available for the bridal dressing room. It will be available on the evening before the wedding. Please remember UCC is not responsible for items lost, stolen or damaged. Leaving the bridal gown in the Parlor overnight, is done so at the bride's own risk.
5. If there is a need for a groomsmen dressing room, provisions will be made upon request.
6. The Sanctuary or Chapel will be available for the rehearsal and will be unlocked and locked. Please schedule the allowable 2-hour time slot for the rehearsal with the Facilities Coordinator. Rehearsal needs to cease by 9 p.m.

## **C. MUSIC**

Appropriate instrumental music and a cappella music, live or recorded, are permitted. Any questions about musical selections will be resolved in consultation with the Facility Coordinator/Administrative Committee of the Elders.

## **D. THINGS TO KNOW**

No alcohol or smoking is allowed at any time in the facilities or on the premises. No dance floor may be installed in any of our reception areas. Throwing rice, seeds, confetti and similar items inside the building is not allowed. You may throw them outside. Silk flower petals can be used to scatter down the aisle as the bride enters. The use of real flower petals is not allowed (even with a runner), because stains can be left on the carpet.

All activity on the Friday night for your rehearsal needs to cease by 9 p.m.

No ceremonies are to be held after 6 p.m. and receptions are to be completed including clean up by 11 p.m. or there will be a charge.

You are restricted to use only the areas on the agreement. Please do not remove any items from the Ministry Activity Center for use in the Family Room or visa versa. If you think you will need items from another area, please make arrangements with the Facilities Coordinator ahead of time. There will be a charge for this service.

Furniture, light fixtures, plants and artificial trees may not be moved.

Should you use regular candles, they must be contained in a glass votive and must have approved protection from all surfaces.

UCC does not permit weddings or receptions in our facility on holidays such as: Easter, Thanksgiving, Christmas and New Years Eve.

## **E. LIABILITY RELEASE**

1. The use of any UCC facility or equipment will be at the risk of the user.
2. UCC does not assume liability or responsibility for any user, nor does it make any express or implied warranty for any equipment, machinery, fixtures or furniture.
3. The party or parties reserving any part of the facilities must hold harmless the UCC from any and all liability for any accident or injury which may occur to anyone while the person, organization or group using the facilities, regardless of the cause, and regardless of the extent of injury or damages.

*Thank you for your interest in the use of facilities at UCC.*