

**ARLINGTON STREET CHURCH**  
**Wedding/Commitment Ceremony Application**

Bride/Groom: \_\_\_\_\_  
name address

Member  Non-member

Phones: \_\_\_\_\_

Bride/Groom: \_\_\_\_\_  
name address

Member  Non-member

Phones: \_\_\_\_\_

Contact Person: \_\_\_\_\_  
name address

Member  Non-member

Phones: \_\_\_\_\_

Wedding/Ceremony date: \_\_\_\_\_ rehearsal date: \_\_\_\_\_  
time: \_\_\_\_\_ time: \_\_\_\_\_

Rooms requested:  Sanctuary  Chapel  Clarke Room  Parish Hall

Number of guests: \_\_\_\_\_

Minister is: \_\_\_\_\_ Minister contacted on: \_\_\_\_\_

Organist contacted on: \_\_\_\_\_ fee: \_\_\_\_\_ paid: \_\_\_\_\_

Bells: \_\_\_\_\_ fee: \_\_\_\_\_ paid: \_\_\_\_\_

*(Please be sure to include enough time for your photographs and receiving line, if necessary.)*

Person responsible for set up: \_\_\_\_\_ Phones: \_\_\_\_\_

Person responsible for clean up: \_\_\_\_\_ Phones: \_\_\_\_\_

Person the church may contact in case of problems: \_\_\_\_\_

Address and Phones: \_\_\_\_\_

*Special Requests:* \_\_\_\_\_

Building fee: \_\_\_\_\_ Deposit: \_\_\_\_\_ Deposit paid: \_\_\_\_\_ Remainder paid: \_\_\_\_\_

# ARLINGTON STREET CHURCH

## Building Usage Agreement

*Please read over carefully, and discuss any questions with the Facilities Manager.*

### **General Rules for Ceremonies**

- All weddings at Arlington Street Church must be conducted by one of the church's ministers, or by a guest clergyperson approved in advance by Arlington Street Church.
- Photographs during the service are permissible. If so desired, the wedding party may pose for pictures in the church prior to or after the service, but must finish within the total allotted time and space.
- There is no space at the church for personal preparation before ceremonies—i.e. dressing, makeup, etc. All participants in the ceremony must arrive at the church dressed and ready for the ceremony.
- There is no alcohol or smoking permitted inside the church.
- There must be full compliance with the access hours and spaces agreed to in the Application and Contract.
- No food or beverages are allowed in the Sanctuary.
- The use of confetti, birdseed, rice, or balloon or butterfly releases are not permitted.
- Parking is not permitted on church grounds.
- There must be full compliance with the General Rules for Decorations, as follows:
  - 1) The use of flowers to decorate the Sanctuary is permitted.
  - 2) If you wish to leave flowers for our use on Sunday, this is much appreciated.
  - 3) The use of candles to light the Sanctuary is permitted within very strict guidelines. Two standing candelabras are available for use, but you must provide your own candles (14 candles total). You are also responsible for having someone light, extinguish, and remove all candles. Only smokeless, dripless candles are permitted, and all candles must be placed on protective coverings to catch any unforeseen wax drippings.
  - 4) No thumb tacks, nails, or adhesive of any kind may be used in decorating the Sanctuary. Any florist can provide appropriate hangers. Nothing may be attached to fabric-covered surfaces.
  - 5) All decorations and rubbish must be removed immediately following the ceremony.

**We have read over and discussed this Agreement, and will comply with the terms set forth here.**

Bride/Groom: \_\_\_\_\_

Bride/Groom: \_\_\_\_\_

Facilities Manager: \_\_\_\_\_

Date: \_\_\_\_\_