

Grace Crossing Wedding Policy & Procedures

We want our facilities to be used to glorify God so that His people might be a light to the world. Policies and procedures are necessary so that our members, our ministries, and those from our community know how to coordinate efforts and care for our facilities in an appropriate manner. This policy applies to indoor and outdoor facilities used. Thank you for your cooperation.

We believe that God has ordained marriage and defined it as a covenant relationship between a man and a woman, and therefore Grace Crossing will only permit marriages between one biological man and one biological woman. Wedding ceremonies must be consistent with Grace Crossing's core beliefs and both the bride and the groom be at least 18 years of age.

All weddings are to be coordinated through the Wedding Ministry. Upon approval and initial payment for facilities, the Wedding Director will be notified and will contact you for an initial consultation. You will be assigned a wedding liaison who will work with you to access the facility and will be present on the day of the ceremony. For an additional fee, you may retain a wedding coordinator who will serve as your liaison and assist with other planning details. You may have an outside wedding coordinator; however, they will be required to work under the direction of Grace Crossing's Wedding Director. Grace Crossing leadership will have the final say on the appropriateness of the overall wedding service.

No weddings will be allowed later than 2:00 p.m. on Saturday. The wedding party and all the decorations are to be cleared from the building by 7:00 p.m. (This is to allow time for our maintenance staff to make preparations for Sunday morning worship). Building to be cleared by 9 p.m. on Friday and Sunday events.

FACILITY USE:

- Grace Crossing facilities are smoke, alcohol and drug free.
- Use of birdseed, confetti, glitter or small sequins or real flower petals is not allowed inside or outside of facilities. Rice and/or bubbles may be used outside the building.
- Removal or moving of furniture or pews is prohibited without prior written permission from church leadership.
- Use of the kitchen and kitchen equipment (coffee pots, dishwasher, ovens, etc.) must be approved by the wedding coordinator in advance.

WEDDING APPLICATION PROCESS:

It is strongly recommended that wedding calendar requests be submitted at least three months prior to the wedding date but not more than twelve months. Your request will be reviewed to ensure that there are no conflicting events and to ensure that a wedding liaison/coordinator and an audio/visual technician will be available.

MINISTERS:

Any couple that desires to use the Grace Crossing building for their wedding is free to ask any of the ministers on staff to officiate the marriage ceremony.

If a couple would prefer someone not on staff at Grace Crossing to perform their marriage ceremony, it must be pre-approved by staff before a commitment is made. Certificate of ordination must be turned in 30 days prior to the wedding date.

The entire marriage ceremony should be respectful to God, tasteful and appropriate as a commemoration of a covenant with each other and with God. Staff must first approve any unusual or innovative feature that you wish to include in the ceremony.

SOUND/ LIGHTING:

Due to the complexity of the equipment, trained technicians are required to operate the equipment. Technicians will be at the discretion of the Worship Arts Minister.

DECORATING:

All decorating for the wedding will need to be done on the day of the wedding. (An exception will be made for early morning weddings if the facilities are available the evening before the wedding.)

- Candles must be mechanical or non-drip variety and used within a candleholder if lit.
- Building access for florists, caterers', decorators or any other delivery or outside services must be made during regular office hours or scheduled in advance through the wedding coordinator. It is the responsibility of the wedding party to inform vendors of this policy.
- No nails, tacks, tape, or anything that may deface or damage any surface will be allowed.

RESPONSIBILITIES:

You will be responsible for:

- Coordinating all wedding details with Grace Crossing's Wedding Ministry.
- Adhering to Gracing Crossing's Facilities Use Policy.
- Cleaning and removing personal decorations as well as taking all trash to the dumpster
- Obtaining a valid State of Texas marriage license within 3 – 30 days of ceremony.
- Provide certificate of ordination 30 days prior to event if using outside minister; along with filing marriage license with State of Texas.

REFUNDABLE DEPOSIT:

A \$100 refundable deposit is due at the time of scheduling event in order to secure date.

FEES FOR MEMBERS:

- \$900-\$1,150 for wedding only
- \$1,000-\$1,250 for wedding and reception or rehearsal dinner
- \$1,200-\$1,450 for wedding, reception, and rehearsal dinner

FEES FOR NON-MEMBERS:

- \$1,100-\$1,350 for wedding only
- \$1,200-\$1,550 for wedding and reception or rehearsal dinner
- \$1,400-\$1,650 for wedding, reception, and rehearsal dinner

Fees includes facility rental, set-up/tear-down and audio/visual technician + \$250 for liaison or \$500 for coordinator.

** Note: Weddings in the Prayer Garden or Pavillion will be charged \$100 less.

The Wedding Fee's include reserved building use, assistance from the wedding ministry and available decorations (members only), Audio/Visual technician for 3 hours total and final cleaning/breakdown following your cleaning requirements. If extra time or services are required, they should be requested through your assigned wedding liason/coordinator. Once the wedding date and time has been approved, 1/2 of the wedding cost is due to lock in the reservation and then payment plans may be arranged for the remaining balance. Total balance is due 30 days prior to wedding date. If the wedding has been canceled or moved to a different location, all balance paid will be fully refunded if notified within 14 days of scheduled event.

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I/We understand and agree to release, indemnify, and hold harmless, Grace Crossing, a Community Church of Christ against all claims which may be asserted by any of the wedding party's invitees, guests, employees, contractors or third parties from property or personal damages resulting from their attending a function at Grace Crossing. Grace Crossing is not responsible for any loss or damage that may occur due to any natural disaster, vandalism or theft. It is our responsibility to inform the family, wedding party and guests of the expectations of the Wedding Policy & Procedures.

We attest that we have read the Grace Crossing Wedding Policy & Procedures document and agree to abide by all guidelines described.

Bride's signature _____ Date _____

Groom's signature _____ Date _____