

**SECOND UNITED METHODIST CHURCH**  
**1524 Western Avenue**  
**Knoxville, TN 37921**  
**(865) 524-1689**

**WEDDING POLICY**

This wedding policy supports the philosophy that the Congregation of Second United Methodist Church should serve the needs of members and non-members. Individuals using the facilities of the Church must be in agreement with the theological and philosophical tenets and policies of the Church. This policy revokes and replaces any policy or agreement prior to January 1, 2008. All persons reserving the church after January 31, 2008 will abide and agree to the policies and requirements herein stated.

1. A **non-refundable** fee of \$200.00 along with the Sanctuary and cleaning fees must be presented to the church at the time of scheduling and signing of the Wedding Agreement. The remaining balance is due thirty (30) days prior to the wedding date. If a wedding is scheduled less than 30 days before the date it is to be held, the entire fee is due at the time it is scheduled and must be paid with cash or a cashier's check that must clear before the wedding is held.
2. The church secretary will be the contact person between the church and the persons reserving the church for a wedding and/or rehearsal. All fees for security personnel will be paid by the wedding party.
3. Security personnel will be present from the time the church is opened until the last person leaves and is paid on an hourly basis. **No exceptions.**
4. All furniture, piano, altar tables, lectern, podium and accompanying wooden screens will not be moved. The piano and organ are permanent fixtures in the altar area and are not able to be removed. Special considerations for members may be made with the approval of the Trustees.
5. All music (instrumental and vocal) must be approved by the Worship Committee of Second United Methodist church. Secular music may be allowed if of an appropriate nature, but religious and classical music are strongly suggested.
6. Use of the sound system in the sanctuary is strictly monitored. Only Second United Methodist Church authorized individuals are allowed to run the sound system and must be retained for a fee of \$150.00. The church secretary will arrange for the operation of the sound system. The fee will be paid to the individual at the time of scheduling their services and the check made out to the individual not to Second United Methodist Church.
7. Only organists **approved** by Second United Methodist Church may use the pipe organ. The piano is available for weddings. The church organist and pianist are available for consultation. The church secretary will contact these instrumentalists for availability. The fee for the organist and pianist is to be paid at the time of scheduling their services with the check being made out to the individual not to Second United Methodist Church.

8. Video recordings may be made with stationary camera equipment set up before the ceremony begins.
9. **NO birdseed** or rice may be used either inside or outside of the church. These grains present a health and safety hazard and are not to be used.
10. Second United Methodist Church has a highly skilled organization, The Judy Russell Guild, which is able to direct a wedding, decorate the church and provide extensive catering for receptions at a reasonable cost. The church secretary will contact this group if such services are requested.
11. Only **NON-DRIP CANDLES** may be used in the church. Florists may not use nails, thumbtacks or scotch tape in the sanctuary. Masking tape may be used when necessary. A kneeling bench is available for use.
12. Alcoholic beverages, illegal drugs, and tobacco products **ARE NEVER PERMITTED** in the church building or on church property. Failure to comply with these restrictions will result in the immediate termination of the reservation and prompt eviction of all persons from church property.
13. All persons, members and non-members, using Second United Methodist Church facilities for weddings are expected to pay for cleaning services. Cleaning costs are outlined on the last page of this contract. This does not include kitchen clean up, which should be handled by the caterer. Please make sure that your caterer understands and complies with this requirement.
14. It is the responsibility of the Bride and Groom to ensure that all decorations such as candles, pew candles, floral arrangements, etc. are taken down immediately following the ceremony.
15. Members of the wedding party may dress at the church in designated areas and rooms. Proper decorum and behavior are expected and these areas must be left cleaned after the wedding.
16. The Bride or Groom must notify the church office before rental equipment will be delivered and picked up. The Bride or Groom should make arrangements to have someone here at the time of the delivery and pick up. **The church staff will not sign for any deliveries.**

***When a bride or groom or their parents or grandparents are members of Second United Methodist Church, no charge is made for use of facilities. For purposes of implementation of this policy, Affiliate and Associate Members (as defined in the 2000 Book of Discipline, Para. 226) are regarded as full members. Non-members with no relationship to Second UMC are charged for use of the facilities as listed below. All wedding parties, members and non-members, will be required to pay all costs regarding security, sound systems use and facility cleaning.***

## **FEE GUIDELINES**

<b>Non-refundable Fee .....</b>	<b>\$200.00</b>
Sanctuary.....	\$350.00
Family Life Center (Reception).....	\$300.00
Fellowship Hall (Reception).....	\$250.00
Chapel.....	\$150.00
Cleaning fee for Sanctuary.....	\$100.00
Cleaning fee for Chapel.....	\$ 75.00
Cleaning fee for Family Life Center.....	\$150.00
Cleaning fee for Fellowship Hall.....	\$150.00
Security fee (hourly rate).....	\$20.00/hr
Sound System.....	\$150.00
Organist.....	\$150.00
Pianist.....	\$150.00

All costs, terms and conditions are subject to change by the Board of Trustees of Second United Methodist Church, Knoxville, TN.

## Wedding Contact Information

**Bride:** \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone numbers: \_\_\_\_\_ (H)

\_\_\_\_\_ (W) \_\_\_\_\_ (C)

**GROOM:** \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone numbers: \_\_\_\_\_ (H)

\_\_\_\_\_ (W) \_\_\_\_\_ (C)

*I have read this policy, understand it and agree to the terms and conditions listed herein. A non-refundable fee of \$200.00 plus Sanctuary and cleaning fees must accompany this Agreement.*

*Bride* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Groom* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Check received:* \_\_\_\_\_