

Wedding Policies

Richland Alliance Church

Application and Arrangements

1. The bride or her representative will contact one of the following people, in a timely fashion (six weeks or more suggested) before the wedding.

One of the pastors.
The church secretary.

2. The bride or her representative will complete and submit a wedding application.
3. The couple to be married is expected to go through premarital counseling with the officiating minister. The officiating minister will determine details concerning counseling.
4. The RAC minister in charge will have complete authority over the wedding ceremony. A guest minister may be used upon approval by the RAC pastor. Please indicate name and phone number on application.
5. A rehearsal will be held prior to the wedding itself. All members of the immediate wedding party should attend the rehearsal.
6. All fees to be paid at or before the rehearsal.

Facilities

1. A basic fee of \$100.00 will be charged RAC church family members/\$200 non-members. This will cover the opening and closing of the building, heating supervision, etc.
2. Facilities must be reserved at least a month in advance of use, and not conflict with events already on the church calendar.
3. The sanctuary will be physically arranged by church staff per the bride's request.

Custodial

1. The church will be cleaned and readied for the wedding. A janitorial fee of \$50 will be paid to cover putting the facilities back in order.
2. When the building is in use, a church representative must be in attendance to oversee heating and cooling, lighting, lockup, etc.

Music and Audio

1. It is important to keep in mind that a church wedding is a service of worship. Hence, music played and performed should be in keeping with that fact.

2. If so desired, keyboard players and/or soloists may be secured through the church (see attached fee schedule).
3. If use of the sound system is desired, a \$50 fee will be paid to compensate the operator.

Decorations

1. No decorating may be done prior to the day before the service, except by prearrangement.
2. No alcoholic beverages may be served on the church premises. No wedding rehearsal or wedding will be performed if any member of the wedding party is under the influence of alcohol.
3. Smoking is not permitted anywhere in the building or on the church premises (RCW 70.160.030).
4. Breakage or damage of church property shall be corrected at cost to be determined by church staff.
5. Damages are to be reported to a church representative.
6. Confetti and rice are not to be thrown in the church building.
7. It is the obligation of the bride and groom to make sure that the above rules are made known to members of the wedding party.

Hours

1. General church policy is that Saturday weddings should be held before 5:00 p.m.
2. Members of RAC will have first choice of wedding dates. Only children of members are considered members for the purpose of determining wedding dates and costs.

Reception

Due to lack of space, wedding receptions will not be held in the church building.

**Wedding Fee Schedule
Richland Alliance Church**

Facility

____ RAC Church Family: \$100

____ Non-Church Family: \$200

Minister

____ Members: Discretionary

____ Nonmembers: \$200

Counseling Supplies

____ \$50

Keyboard Player (includes rehearsals with vocalists and/or instrumentalists)

____ \$150/per individual

Soloist(s)

____ \$50/per individual

Sound System Technician

____ \$50

Janitor

____ \$50

Total: _____
(Due at or before wedding rehearsal.)

Signatures:

Wedding Party Representative: _____

RAC Representative: _____

Wedding Application
Richland Alliance Church

Date of Application: _____

Name of groom/Age: _____

Address: _____

Telephone/e-mail: _____

Church affiliation: _____

Name of bride/Age: _____

Address: _____

Telephone/e-mail: _____

Church affiliation: _____

Local contact person: _____

Telephone/e-mail _____

Proposed date/time of wedding: _____

Proposed date/time of rehearsal: _____

Has either party been previously married? _____

Name of clergy: _____

Address: _____

Telephone/e-mail: _____

Denomination: _____

Other relevant details: _____

Fee Schedule (See attached)

Availability Confirmed: _____

Reviewed and approved: _____

Date: _____

Bride or Representative Signature: _____

RAC Representative: _____