



Congratulations!

We are excited for your upcoming wedding! Thank you for allowing us to participate in the writing of this next chapter of your life story. We are committed to building strong Christian families and will do all that we can to assist you in preparing to become one with each other, having Jesus Christ as the foundation.

This guide is meant to be a tool for you during the months to come. It contains information that we hope will be of value to you. This summary outlines our wedding policy, associated expenses, and details regarding your ceremony, the facilities, and more. Our goal is to make this a memorable, inspiring season in your life.

Purpose

The facilities of River Oak Grace Community Church were provided through God's benevolence and by the sacrificial obedience of the church members. We desire that our facilities be used for the fellowship of the Body of Christ and to bring God glory, making them available to our church owners as a witness to our faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice.

Wedding Policy For Owners Of River Oak Grace

River Oak Grace Community Church has, over the years, willingly shared the beautiful grounds the Lord has blessed us with. However, the popularity of the setting and related facilities has been such that we have found it necessary to address the frequency of the requests. With our desire to provide exceptional care for families in need your request places a high demand on the staff and ministry partners of ROG. Please note that wedding ceremonies will be provided based on facility and staff availability.

The Senior Adult Pastor of ROG will be available to help with ceremony arrangements. However, it is important to note that Weddings will not be approved until facility and staff availability have been confirmed. If a request for a wedding is made without preference for a pastor, ROG will endeavor to arrange

for one of our ROG staff pastors to meet with the couple and to address premarital counseling and ceremony details. Once the details of the ceremony have been confirmed by the Senior Adult Pastor, he will take care of all communication within the ROG supporting departments and family.

Wedding Ceremonies will be provided to ROG owners, active attenders and participants in various ROG ministries (i.e. Celebrate Recovery, AIM, EPIC, Life Groups, or BSF, etc), active attenders and participants immediate family, ROG staff and their immediate family. An active attender and participant is defined as one who has been attending and participating a minimum of once a month for at least six months. ROG does not offer facility use for people who are not affiliated with ROG and our ministries. However, ROG can provide a pastor to meet with the family and officiate off-site ceremonies.

If you or your group fit within these parameters, we would be happy to work with you to establish a date on the church calendar and help get all the necessary forms completed.

Facilities Use Policy

The facility use will be permitted only to persons or groups holding, advancing, or advocating beliefs or practices that are in agreement with the church's faith and moral teachings, which are summarized in the church's constitution and bylaws, as well as our Statement of Faith, (*see enclosed*). The church facilities use will be approved only for weddings that agree with the guidelines proposed by God in *II Corinthians 6:14* and *1 Thessalonians 5:22*. The pastor, or his official designee, is the final decision-maker concerning the use of the church facilities for a wedding.

Loss, misuse or damage of any equipment or facilities will be the financial responsibility of the person signing the contract. The renter must obtain a liability insurance coverage in the amount of at least \$1,000,000.00, listing the River Oak Grace Community Church as an additional insured.

All clean-up and the removal of all decorations will be the responsibility of the renter and must be completed within 2 hours on the day of the wedding ceremony and/or reception. The facility is to be left in the condition in which it was found. The facility custodian has specific duties and responsibilities to facilitate this process.

Wedding Guidelines

- Pre-marital counseling is required for all couples married by a River Oak Grace pastor. The couple and pastor will privately discuss pre-marital counseling sessions.
- All officiates or clergy must be approved by the pastor or by his official designee.
- Decorating may begin on the day before the wedding with pre-approval.
- Use of tobacco, alcohol, recreational drugs, or firearms is not permitted by any person on the property.
- Dancing is limited to the Married Couples First Dance, Father and Daughter Dance, Mother and Son Dance, and a Dance for all married couples attending the wedding reception. No other dancing is allowed.

Included In Wedding Facilities Rentals

- The Amphitheater and/or the Worship Center
- 2 separate dressing rooms for the wedding party
- Tables and chairs – The facility will provide only the chairs and tables on the premises – additional chairs and tables rentals are the responsibility of the renter.
- Designated kitchen equipment
- A facility wedding coordinator
- A facility sound technician
- A facility custodian

Wedding Coordinator Duties

It is the responsibility of the Wedding Coordinator to assist at the wedding rehearsal, the wedding, and the wedding reception (if located at the church facility).

- Will be available for a maximum of 3 pre-wedding planning meetings
- Will be present for the wedding rehearsal.
- Will arrive on the day of the wedding at a time agreed upon with the bride. She will remain after the wedding for up to two hours for any photos and to make sure the facility is left in proper order. She will not be responsible for the clean-up of the two facility dressing rooms. The renter will be responsible for clean-up and for removing all personal items.

Custodian Duties

The responsibilities of the custodian:

- Will be on the premises on the day before the wedding as guests are decorating until the wedding coordinator arrives
- Clean and prepare the 2 dressing rooms
- Clean and prepare the amphitheater
- Clean and prepare the Worship Center
- On the wedding day, unlock the facilities gate at a previously agreed upon time
- Will supervise the clean-up of the dressing rooms, the removal of all decorations and removal of all personal items
- Will determine if the facility is left in the condition in which it was found

Sound Technician Duties

The responsibilities of the sound technician:

- Pre-approve all music played at the facility
- Be present at the wedding rehearsal
- Be present and play music at the wedding and wedding reception
- Needed announcements at the wedding reception

Fees

A non-refundable deposit of \$250.00 is required to reserve the church facilities.

| | <u>Ceremony Only</u> | <u>Ceremony & Reception</u> |
|-------------------------------|----------------------|---------------------------------|
| Outdoor Amphitheater | \$5,000 | \$7,500 |
| Indoor Worship Center | \$3,500 | \$5,000 |
| Combination of Indoor/Outdoor | | \$7,500 |