



## CGS WEDDING GUIDELINES & RESERVATION

*Rental Charge (includes Rehearsal & Ceremony) [Free for CGS Members]	\$300
Custodial Fee (includes Rehearsal & Ceremony)	\$100
Sound & Light Technician (includes Rehearsal & Ceremony)	\$125
CGS Pastor (includes Rehearsal, Ceremony, and 3-4 Premarital Counseling sessions)	\$450

### PRICING & PAYMENT

50% of the estimated fees (Rental Charge, Custodial Fee, Sound & Light Technician) are due to the church office, with the Reservation Form to make the reservation. The remaining balance is due the day of the rehearsal.

Officiant fees are paid directly to the Pastor. 50% of the Pastor's fee is due at the time of the first premarital counseling session, the balance is due the day of the rehearsal.

A CGS Pastor reserves the right not to officiate a wedding for any reason.  
The church reserves the right not to rent the building for a wedding for any reason.

\*Wedding rentals include 2 hours for rehearsal, 4 hours on the wedding day.  
The Wedding rental charge includes use of the auditorium, foyer, restrooms, & two designated classrooms (room 103 & room 106) for the bridal party. The auditorium has 250 fixed seats.

#### \*\*PREMARITAL COUNSELING

All couples being married at CGS are required to have 3-4 counseling sessions prior to the wedding with a CGS Pastor. This is one of the best investments you can make into your marriage.

A premarital assessment test is required before premarital counseling begins.

Cancellation Policy: If the Wedding is cancelled 30 days in advance, you will receive a refund.  
The Pastor fees are not refundable as they have invested in you during pre-marital counseling.

## BUILDING USE POLICIES

### GENERAL POLICIES & FACILITIES RESERVATION GUIDELINES:

Church of the Good Shepherd's Facilities can *only* be used in agreement with our Statement of Faith. This can be found on the church website. ([www.cgs.church](http://www.cgs.church))

By signing this document you agree to uphold our Statement of Faith including, but not limited to our beliefs regarding Marriage, as you are requesting to use the facility for a wedding.

***Marriage:*** *The Church believes that every person is created in the image of God, and that human sexuality reflects that image in terms of intimate love, communication, fellowship, and subordination of the self. God's Word makes use of the marriage relationship as the supreme metaphor for His relationship with His covenant people. Therefore, God's plan for human sexuality is that it is to be expressed only in a monogamous lifelong relationship between one biological man and one biological woman within the framework of marriage. We further believe such marriages serve as the foundation of healthy families and societies. This is the only relationship that is divinely designed for the birth and rearing of children and is a union made in the sight of God. The Church believes that the term "marriage" has only one meaning: the uniting of one biological man and one biological woman in a single, exclusive union, as delineated in Scripture (Gen. 1:27-28; 2:18, 20, 23-24; Isa. 54:4-8; 62:5b; Jer. 3:14; Ezek. 16; Hosea 2; Mal. 2:14; Matt. 19:4-6; Mark 10:9; Eph. 5:23-32; Heb. 13:4; and Rev. 19:7-8).*

1. Wedding Guidelines and Reservation Request Form must be completed, signed, and the 50% deposit fee paid and returned to the church office.
2. Reservations will be approved on a "first-come, first serve" basis.
3. Those using the facilities are responsible for any damages that occur during usage. Please report any known damages to the church office as soon as possible.
4. The USE OF CHURCH FACILITIES should be used in accordance with Christian maturity and in a responsible manner. As the Bible says, "Whether then you eat or drink, or whatever you do, do all to the glory of God." (1 Cor. 10:31). *Specifically, tobacco, smoking, alcoholic beverages & fireworks are strictly prohibited on or within the church property.*

**USE OF CHURCH FACILITIES.** The facilities of the Church, including without limitation its sanctuary, offices, class rooms, and other meeting rooms or facilities (1) when used by the Church, or its members, elders, officers, pastoral leaders, ministry heads, and administrative staff, or by non-member Church attendees, shall be used solely for purposes consistent with the purposes, mission, faith and doctrine of the Church as set forth in the Governing Documents, and (2) if used by other persons or groups with the permission of the Senior Pastor, shall be used solely for purposes not inconsistent with the purposes, mission, faith and doctrine of the Church as so defined. The Church's facilities are not facilities of public accommodation but are facilities owned by the Church dedicated solely for uses that further and promote such purposes, mission, faith and doctrine. The Church shall have the right and obligation to deny the use of its facilities, or withdraw its consent to use its facilities, if any such use would be inconsistent with the Church's purposes, mission, faith and doctrine, as defined in its Governing Documents.

5. No objects shall be attached to any permanent fixtures, walls or ceiling with glue, tape or tacks except where accessories of this nature are provided.
6. No church furniture or equipment shall be removed from the church property.
7. The bridal party is restricted to only those areas that have been reserved.
8. Abusive or foul language, violent behavior, and drug or alcohol abuse are strictly prohibited on church premises. Any person exhibiting such behavior will be required to leave the premises.
9. Decorating can take place as pre-arranged during business hours. All decorations must be approved before they are set-up.
10. Drip-less candles only.
11. No throwing of rice or birdseed.
12. Any moving of the furniture or sound equipment from stage needs to be pre-approved.
13. Music that will be used needs to be submitted to the Pastor. We desire to bring glory to God with the music that is used.
14. The couple is responsible for any broken property and/or any destruction to the building that may occur.
15. No Glitter!

**CLEAN-UP AGREEMENT:**

The couple is responsible for having all wedding decorations down and returning all the rooms they used in the building to the same condition as it was before the wedding.

All items from the wedding need to be removed from the building by the end of the rental time.

(continue to next page)

## BUILDING USE AGREEMENT

Today's Date \_\_\_\_\_

Couple Requesting Use \_\_\_\_\_

Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Date(s) Requested \_\_\_\_\_

Times: From \_\_\_\_\_AM/PM To \_\_\_\_\_AM/PM

Briefly Describe the Event Below: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I have read, understand, and agree to the Wedding Guidelines, General Policies & Reservation Guidelines provided and will take responsibility for the Use of Church Facilities and Church of the Good Shepherd's Statement of Faith and beliefs regarding Marriage.

*Please attach your 50% deposit to this Form.*

Signature & Date \_\_\_\_\_

### ***For Church Use***

Pastor/Administration Approval - Signature & Date \_\_\_\_\_

Notes: \_\_\_\_\_