



Wesley United Methodist Church
98 North Maple Street, Hadley, Massachusetts 01035

413-549-1550

Email: office@wesleyfamily.org

Guidelines for Weddings

1. As a reconciling congregation of the United Methodist Church, we welcome all couples, including same-gender and other LGBTQ+ couples.
2. The wedding ceremony is a sacred worship service conducted by the pastor of the church or by the pastor of another church who has been invited by the Wesley Church pastor to officiate. It is intended to glorify God and to petition God's blessing upon the couple in marriage and in their home. Therefore, the ceremony should reflect the same meaningful, orderly, and respectful structure as a Sunday worship.
3. To be assured of such dignity, the couple must arrange a series of sessions with the pastor at least six months before the desired date for the wedding. A wedding date will not be reserved without having a first meeting between the couple and the pastor. Wedding dates can be added to the calendar on a preliminary basis upon first contact with the church office, but are not secure until after the initial pastoral visit.
4. Should there be a conflict with another couple desiring the same particular date for a wedding prior to the initial pastoral visits, priority will be given in the following way:
1st Priority – A couple in which one or both is/are members of Wesley UMC
2nd Priority – The earliest date of a first contact with the church office/pastor in order to set up pastoral visits.

Guidelines for the Ceremony

5. No smoking or vaping is permitted in the building or on the grounds of the church at any time.
6. No alcoholic beverages may be served or consumed at wedding receptions on church property.

Photography and Videography:

7. Flash pictures may be taken prior to the wedding service up to and through the time of the wedding procession coming down the aisle.
8. During the ceremony, photography should be limited to natural light only, with no flash. Photographers should avoid the front, and photograph only from the back or side of the sanctuary.

9. The wedding may be videotaped either by Wesley Church technicians using Wesley Church equipment for a fee or by others using their own equipment and placing cameras only in areas designated by the pastor.

Music:

10. As the wedding is a sacred event, music should also maintain the same sacred integrity. Music may be either contemporary or traditional and must first be approved by the pastor officiating the wedding.
11. Should the couple not have other options for musicians, it is their responsibility to contact the church's Director of Music, to determine availability.
12. Should outside musicians want to use the church organ, the selected musician(s) must contact the church's Director of Music for approval and to get instruction on the organ's use.

Florist Instructions

13. Please do not place anything on the Altar other than flowers or a Unity Candle. Any changes to the altar arrangements should be coordinated with the pastor, and returned to their original state after the wedding.
14. With permission, floral arrangements may remain in the Sanctuary for Sunday services with an acknowledgment in the Sunday bulletin in honor of your wedding.
15. You may place flowers and bows on the pews. Do not use nails, tacks, tapes or other means that may damage wood to secure flowers or other decorations to the Church furniture, wall or fixtures. If in doubt, please contact a Trustee for guidance.
16. Some decorations in the church may be fixed, especially during the Easter, Advent and Christmas seasons, so cannot be changed.
17. The couple and Church Administrator will determine when the Florist may enter to decorate. Please coordinate three to four weeks prior to the wedding. Please be sure to label all corsages and attendant's flowers. The Church cannot be responsible for any equipment left behind.
18. Please advise guests against throwing any material at the wedding party inside the church building. Birdseed, grass seed, or bubbles outside are good alternatives.
19. All candles used inside the church must be dripless.

Americans with Disabilities Act (ADA) and Service Animals

Wesley Church is equipped with 6 labeled accessible parking spaces. Should additional such parking spaces be needed, coordinate with the Trustees in advance. Guide, signal or service dogs (as defined by law) are allowed in the Church. For the safety and comfort of all our guests, other animals are not permitted in the Church except with approval from the Church Administrator or Minister. All sanitary needs for animals are the responsibility of renter(s).

The Fee Schedule for all weddings is as follows:

	Wesley UMC Member	Wesley UMC Non-Member
Use of Sanctuary	No charge	\$300
Pastor	Honorarium	\$450
Organist ¹	\$250	\$250
Custodian ¹	\$80	\$80
Use of Great Hall (Reception)	No charge	\$250
Use of Great Hall & Kitchen ²	No charge	\$300
A/V Videographer, A/V tech ^{1,3}	\$75	\$75

¹Payable directly to the organist, custodian, A/V personnel the day of service.

²Must receive written permission from the Board of Trustees for use of the kitchen & kitchen equipment.

³Per Person, if using the Wesley Church technician(s).

- Non-members wishing to use the church building, including the Sanctuary, Great Hall, and Kitchen, must put down a deposit equal to 50% of the total charges following the official setting of the wedding date. This will secure the date for the wedding. Payments for the organist, custodian, a/v operator(s), and pastor must be paid directly to those persons.
- A check for the remaining building related expenses must be given to the church administrative assistant before 2:00 PM, two days prior to the wedding.
- All fee payments should be sent to the Wesley Church Office, c/o Office Administrator, 98 North Maple, Hadley, MA 01035.
- Return the completed Room Use Agreement, below, to the Church Office at least 3 weeks in advance of the wedding. The Board of Trustees will then coordinate your requests.
- Couples should present the marriage license that has been obtained in Massachusetts to the pastor at least three days prior to the wedding date.



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**ROOM USE AGREEMENT
PLEASE COMPLETE ENTIRE
FORM**

Name/s of Wedding Party _____

Responsible Person _____

Address _____

Day Phone _____

E-mail _____

Date of Request _____

Contact Person's Name _____

Date(s) Requested _____ Start Time _____ End Time _____

(Dates may not be scheduled more than nine months in advance, except with specific permission.)

Which day of the week? : (circle one)

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Room(s) Requested:

____ Great Room/Social Hall

____ Great Room & Kitchen (*available by special arrangement with the Board of Trustees*)

____ Sanctuary

Anticipated Number of Guests: _____

Will food or drink be consumed? ____ Yes ____ No

Special Needs or Requests _____

Set Up Instructions _____

ACCEPTANCE OF RESPONSIBILITY

I agree to be responsible for the conduct of those coming to, or participating in, the activity for which this application is being made, and for any damage beyond normal wear and tear that may occur as a result of this activity. I will remove all signs and decorations posted by my group immediately after the event has ended. I further agree that the church property will be used in accordance with the Rules and Regulations of the Board of Trustees, and I hereby consent to the Release and Indemnity Agreement.

Signature: _____

Print Name: _____

Release and Indemnity

This Release and Indemnity Agreement is between _____ and Wesley Church ("church").

- The church is the owner of the real property and improvements located at 98 North Maple Street, Hadley, Massachusetts ("Property").
- The Organization desires to use the property described above for meetings and/or other activities.

AGREEMENT

NOW THEREFORE in consideration of this church permitting the Organization to use the Property and improvements described above, the Organization agrees as follows:

1. The Organization hereby releases, discharges, and covenants not to sue the church or its Trustees, administrators, directors, agents, officers, members, volunteers, and employees, from any and all liability, claims, demands, losses, or damages arising out of the Organization's use of the Property. If any member, guest, invitee, or participant of the

Organization makes any claim against the church or its Trustees, administrators, directors, agents, officers, members, volunteers, or employees, in connection with the Organization's use of the Property, the Organization will indemnify, defend and hold the church and its administrators, directors, agents, officers, members, volunteers, or employees harmless from any and all litigation expenses, attorney fees, losses, liability, damages, and costs arising out of such claim.

2. The Organization represents that it carries standard general liability insurance coverage with a minimum of \$500,000 per occurrence. Upon request, Organization will provide the church with proof of liability insurance, and if requested, will add the church as an additional insured under Organization's general liability policy.

FOR OFFICE USE ONLY

ROOM USE CATEGORY: _____

Request Approved: _____

Request Denied: _____

Agreed Upon Fees : \$_____