Wedding Facility Use Policy
Reformed Presbyterian Church of Lafayette Indiana

Congratulations on your engagement! The purpose of this document is to help you understand the process for gaining approval to use the **Reformed Presbyterian Church of Lafayette Indiana** as a venue for your wedding and to explain policies for using our facility. If after reviewing this information you would like to proceed with an application, please fill out the attached form.

Who may apply?
Ordinarily the church will be available to couples where the bride or groom is a member of the Lafayette congregation. This privilege may be extended to other couples who are non-members of the Lafayette congregation but in good standing of their congregation within the Reformed Presbyterian Church (RPCNA), or of one of the churches with whom the RPCNA has fraternal relations. The RP church of Lafayette building is not available as a venue for weddings to the general public.

How do we apply?
The Session is responsible for approving or disapproving applications at their discretion. Each request will be handled on its own merits, case by case.

1. An initial and tentative reservation for your wedding, rehearsal, and if applicable, reception, may be made by telephone or e-mail (rpclsecretary@reformedlafayette.com) with our church secretary. Weddings may not be scheduled on the Lord's Day or more than 18 months in advance (12 months in advance for non-members). All wedding events within the facility must conclude by 9:00 PM on Saturdays to allow for preparing the facility for the Lord's Day services. We recommend refraining from making further plans that depend on these dates as they will remain tentative until the approval of your application.
2. A completed application form must be submitted to Session within 30 days of when your tentative reservation was made. Failure to do so will result in the cancelation of your tentative date. Session ordinarily meets on the second Tuesday of each month.
3. You will be contacted as soon as possible following the Session meeting to inform you whether the application has been approved.

What is required when using the facility?

1. Reviewing the following facility capacities to determine if they will accommodate anticipated guests for the wedding and reception (if applicable):
    a. *Auditorium* – 250 seats comfortably, (314 maximum allowed by building code)
    b. *Fellowship Hall* – 90 seated at tables, up to 175 (per code) standing or seated on scattered chairs
    c. *Parking* – 55 parking spaces available for use
2. Using the following assigned staff:
    a. *Church Liaison* – serves as the church point of contact:
        i. Orienting the wedding party to available rooms and equipment,
        ii. Coordinating activities with the Sound Technician, Custodian and other service personnel as required (e.g., lawn care, snow removal, piano tuning),
        iii. Available at the rehearsal and wedding, arranging for unlocking/locking doors and arming/disarming the security system.
    b. *Sound technician* – available at the rehearsal and wedding, coordinating set up and use of church sound equipment.
    c. *Custodian* – performs routine cleaning prior to the wedding as well as normal clean-up afterwards. (Note: The wedding party's caterers/kitchen helpers are responsible for dish washing and returning the kitchen to its original order.)
3. Abiding by these restrictions
    a. Food and beverages are allowed only in the fellowship hall.
    b. Alcoholic beverages are not permitted.
    c. The entire building is a smoke-free environment.
    d. Moving platform furnishings or other church furniture must be coordinated with the Church Liaison beforehand.
    e. Decorations must be free-standing, not be affixed to walls, doors, windows or ceilings.
    f. Personal property and equipment not belonging to the church must be removed promptly following the wedding. The bride and groom's assigned contact person noted on the application is responsible for seeing that these along with any lost and found items are removed.
    g. We understand that we are liable for any damage caused to the facility and will reimburse the church accordingly

What are the costs for using the facility?
Fees to cover the expenses for use of the building and assigned staff are listed on the application form.

Wedding Facility Use Application
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Request Approval for Using Facility for Our Wedding on:									
Date /Time of Wedding		**Wedding Reception?**	**Yes**	**No**	**Date of Rehearsal**	**Rehearsal Dinner?**	**Yes**	**No**	

Bride					
Name		**E-mail**		**Mobile Phone**	
Home Address			**Home phone**		
City	**State**		**ZIP**	**Work Phone**	
Church Membership					

Groom					
Name		**E-mail**		**Mobile Phone**	
Home Address			**Home phone**		
City	**State**		**ZIP**	**Work Phone**	
Church Membership					

Contact Person				
Name		**E-mail**	**Mobile Phone**	
Home Address		**Home phone**		
City	**State**	**ZIP**	**Work Phone**	
Church Membership				

Officiating Minister					
Name		**E-mail**		**Mobile Phone**	
Church Name			**Home phone**		
Church Address	**State**		**ZIP**	**Work Phone**	
City					

Fees for Facility Use:	Bride **or** Groom **Members** *of R.P. Church of Lafayette*		Bride and Groom **Non-Members** of R.P. Church of Lafayette
(All fees payable 30 Days in Advance of Wedding Date)			
Wedding and Rehearsal	$0		$300
Sound	$75		$100
Church Liaison	Not Needed		$100