



Cortland UMC
734 State Route 222
Cortland, NY 13045
607.756.5426
info@cortlandumc.net

Lead Pastor
Pastor Chuck Smith
Cell: (716) 998-0794
pastorchuck65@gmail.com

Church Secretary: Mark Stevens

Wedding Policy and Procedures

1. We will try to be flexible and helpful in planning a wedding that fits you. Your input is important.
2. We do allow videotaping of the ceremony. We ask that no flash pictures be taken during the ceremony.
3. We require that both the prospective bride and groom meet with the pastor during all appointments.
4. We prefer to have birdseed rather than rice thrown after the wedding, with most of it staying outside.
5. You have chosen to have your wedding in a church building. We hope this means that you are seeking God's blessing upon your marriage and to worship God through the ceremony.
6. You do not have to be a member of Cortland United Methodist Church to be married here. However, if you are to be married here we ask the following:
 - A) You agree to meet with the pastor for at least three planning appointments:
 - 1) To get acquainted
 - 2) For premarital counseling and to plan the ceremony
 - B) You agree to attend one of our worship services prior to the wedding.
 - C) You agree to pay the following fees on or before the night of the rehearsal:
 1. Custodian: \$40.00
 2. Accompanist: \$100.00
 3. Pastor \$150.00* Chuck Smith (716) 998-0794
 4. Building Use donation: Member: donation Non-member: \$200.00

Member Total: \$290.00 (excluding building use donation)
Non-Member Total: \$490.00

*Pastor's fee includes: Three premarital meetings, writing of the service, rehearsal, and performing the service.

Please feel free to contact the church office for any questions or concerns.



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Wedding Policy and Procedures
Non-Members Building Use Only

Date(s) requesting _____
 Time(s) needed _____
 Estimated number of people to be present _____
 Request by (must be at least 21 years of age) _____
 Address _____
 Phone Number _____ Email _____

I, the undersigned, accept the fact that **I will be responsible for damages** to the church facilities and/or furnishings during the time period reserved above and I agree to observe the following:

1. An inspection prior to the event will be made by church personnel, as well as after the event, to assess any damage or misuse of the building.
2. If supplies are needed (candles, paper, writing supplies, etc.), please bring your own.
3. NO ALCOHOLIC BEVERAGES ARE PERMITTED ANYWHERE ON THE PREMISES, BUILDINGS OR GROUNDS.
4. NO SMOKING IN THE BUILDING.
5. It is expected that children will be supervised at all times. Please restrict all children from the education wing beyond the nursery. The NURSERY is available for use upon request and nursery regulations will be provided and must be followed.
6. Facility must be returned to the 'order' it was in prior to use.
7. Be sure no food is left in the refrigerators and that the garbage is properly placed on top of the dumpster in back parking lot..
8. Turn off all lights and faucets when leaving the facility. Make sure everyone is outside of the building.
9. We prefer to have birdseed rather than rice thrown after the wedding, with most of it staying outside.
10. You do not have to be a member of Cortland First United Methodist Church to be married here. However, if you are to be married here we ask that you agree to pay the following fees on or before the night of the rehearsal:

- | | |
|---------------------------|----------|
| 1. Custodian: | \$40.00 |
| 2. Accompanist: | \$100.00 |
| 3. Building Use donation: | \$200.00 |
| 4. Pastor | \$150.00 |

Total Non-Member with Accompanist: \$490.00
 Total Non-Member without Accompanist: \$390.00

I have read, understand and assume responsibility for the above stated items and agree to follow each of them.

 Signature of the person making the reservation (at least 21 years of age)

 Date of signature

Permission granted by: _____ Date _____

Logged on Calendar by: _____ Date _____



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Wedding Date: _____
Rehearsal Date and Time: _____
Reception at: _____

Personal Information

Bride's Name _____	Groom's Name _____
Address _____	Address _____
_____	_____
Phone _____	Phone _____
Birthday _____	Birthday _____
Church Background _____	Church Background _____
Employer _____	Employer _____
Couple's Future Address _____	_____

Wedding Information

Adjectives to describe wedding (traditional, contemporary etc...) _____

Maid/Matron of Honor _____	Best Man _____
Bridesmaids _____	Groomsman _____
_____	_____
_____	_____
_____	_____

Bride's Parents _____	Groom's Parents _____
_____	_____

Ring Bearer _____
Flower Girl _____

Organist/Pianist _____
Any Soloists _____
Florist _____
Photographer _____

Special Features (Unity Candle, etc..) _____

Bulletins _____