

MT. ZION UNITED CHURCH OF CHRIST
1054 RIDGEWOOD RD.
YORK, PA 17406

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Facilities Reservation Request for Weddings

Thank you for considering using Mt. Zion Church to hold your wedding. The following information will help facilitate the making of arrangements and provides us with details about your requirements as well as providing answers to some commonly asked questions. Should you choose to use our facility, please complete the following and return it the church office in order to confirm your intentions and reserve your date(s).

I. General Usage Policy for weddings and receptions:

It is the intent of the congregation of Mt. Zion UCC that our Church be first and foremost a House of God. As a House of God we consider our facility to be a community asset and its use to be an important part of our public ministry. As such, The Congregation of Mt. Zion UCC and The Church Council (Council) are pleased to consider requests for the use of our building by interested parties.

II. Contact information:

Name of individual: _____

Address: _____

Phone Number: (____) _____ - _____

Date of Wedding: ____ / ____ / ____ Time: ____ am / pm

Time church should be opened day of wedding: _____

Date of Rehearsal: ____ / ____ / ____ Time: ____ am / pm

Time church should be opened for rehearsal: ____ am / pm

Additional time requested for preparation: _____
(This is subject to prior church activities.)

Type of wedding: Wedding Candlelight Wedding

Do you wish to hold your reception at Mt. Zion? Yes No

Times: _____ am / pm To _____ am / pm (please allow ample time to both set up prior to and tear down following your event)

III. Fee Schedule: These fees are set with the recognition that weddings usually take place on weekends, which is premium time for our facilities and staff. **They are not negotiable.**

ALL fees AND your marriage license MUST be delivered to the church office AT LEAST one-week prior to the rehearsal. Cash is always appropriate. Checks for the use of facilities should be made payable to Mt. Zion U.C.C. Checks to individuals should be made payable to individual providing the service.

- A. Church Rental (Includes use of the Sanctuary for rehearsal & wedding, dressing rooms, rest rooms, use of the parlor, and utilities):

Members: No fee

Non-members: \$500

- B. Staff **Please note** that our contracts with our staff do not include weddings, therefore, we expect you to compensate and contact the following people to make your arrangements:

1. Pastors.

Pastor(s) will meet with the couple **three times** prior to the wedding. **This process should be started when you make arrangements for your reception hall.** Pastor(s) will be present to **conduct the rehearsal and wedding.** Attendance and participation in the rehearsal dinner and reception should be requested separately, if desired. This is NOT to be assumed.

Members: No fee

Non-members: \$500

2. Wedding Liaison (required for ALL weddings).

Representation by our wedding liaison is required at the rehearsal and wedding.

Members: \$100

Non-Members: \$300

3. Organist: Our organist is Mr. Travis Pinci, (717) 372-3561.

You must contract with the current organist of Mt. Zion UCC to insure her/his availability to play for your wedding. If you choose another qualified organist, you will need the approval of our organist. If approved, the outside organist must contact our organist to arrange practice times and to meet with our organist as needed. For serving in this capacity, a “bench fee” of \$70 will be paid to our organist.

Members & Non-Members

No soloist \$150

With soloist \$200

Separate financial arrangements should be made directly with the soloist.

4. Sexton. (**Required for ALL weddings.**): Our sexton is Bill Murphy (717) 891-5022.

Wedding only:	Members \$100	Non-Members \$300
Candlelight Wedding:	Members \$125	Non-Members \$350
Wedding and Reception:	Members \$200	Non-Members \$250

5. Church Secretary
Bulletin Preparation **Members** \$ 25 **Non-Members** \$ 50

The fees called for in this reservation request shall be in lieu of those required in the Facilities Reservation Application and Agreement completed and signed in conjunction with this reservation request. In all other respects, this reservation request is subject to the provisions and conditions of such application and agreement.

Approved by Council on 1/18/09.
Updated 11/20/2014

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