

CHURCH USE POLICY

St. Mark's Lutheran Church of Olathe, Kansas is dedicated to the glory of God and for joyful worship, in keeping with its orderly use as a house of worship. The Church Council has established the following policy.

WEDDING GUIDELINES

The marriage license will be presented to the pastor prior to the rehearsal. This license must be obtained in the state of Kansas.

A \$100 deposit is due at the time the wedding is scheduled.

In the case of cancellation, the deposit is refundable up to 30 days prior to the date of the wedding.

Reimbursements for costs are to be paid as follows at the time of the rehearsal:

DESCRIPTION	FEE
SANCTUARY	\$100 (to go to utilities) Deposit is used for this fee.
FELLOWSHIP HALL For Rehearsal Dinner or Reception	\$100
CUSTODIAN For Sanctuary	\$50
CUSTODIAN For Fellowship Area	\$50
MUSIC, ST. MARK'S ORGANIST	\$125 (\$175 for holiday weekends)
PASTOR Pre-marriage prep & sessions, Rehearsal and wedding	\$300

All fees are due at the time of the rehearsal in cash, (no checks). Please place the fees in separate envelopes.

MUSIC

1. St. Mark's has no soloist at the present time. Arrangements would have to be made by the bride and groom for any soloist.
2. Only sacred music appropriate to worship will be used. Music approved for the worship service will be selected in consultation with the pastor and St. Mark's organist. The fees charged by the organist and/or soloist will be the bride and groom's responsibility and must be paid at the time of the rehearsal.
3. Electronic equipment, tape recorders, radios, amplifiers, etc. will not be used in the sanctuary.

DECORATIONS

1. The chancel furniture and furnishings will not be moved. Drip-less candles must be used with protectors to protect any and all linens on the furnishings.
2. Decorations may be attached to seating areas with low tack tape, no nails or glue.
3. Paraments will be in keeping with the church season.
4. Any equipment rented or borrowed (kneeling bench, floor runner, candelabra, etc.) will be removed by the wedding party immediately following the ceremony.
5. It is the responsibility of the bride and groom to advise the florist on the above decorating limitations.

PICTURE TAKING

Picture taking shall not disrupt the wedding service. Pictures may be taken before and after the ceremony. No flashes are allowed during the ceremony. A camcorder or camera may be used unobtrusively at the back of the sanctuary or at a fixed location on the side.

DRESSING AREA

Dressing areas are available for the wedding party. Any clothing and personal items must be removed immediately following the ceremony.

REHEARSAL

The rehearsal preferably will be the evening prior to the wedding. All wedding party participants should be in attendance.

RECEPTION

Any serving equipment brought in must be removed immediately following the reception. This includes leftover cake, punch, table linens, etc.

St. Mark's prohibits the use of alcoholic beverages, tobacco, rice and confetti. Birdseed may be thrown *outside* of the church building.

FACILITIES USE AGREEMENT

The bride and groom agree to sign a "*Facilities Use Agreement*" and abide by its terms.