

WEDDING POLICIES

1. Reservations of Living Truth Christian Center facilities must be made through the Administrative Office by filing out a *"Request to Use Facility"* form.
2. There are fees to use the facility for a rehearsal and wedding. Please contact Administrative Office for a fee schedule for your particular event.
3. The Apostle is not under obligation to perform a wedding ceremony and may decline to officiate. The Apostle may decline to allow a wedding to be held in the church facilities at his discretion.
4. The couple is responsible for any and all music, linens and decorations. No decorations or other items are to be pasted, taped, stapled, glued, nailed or tacked to walls, they are to be free standing. Decorations may not be attached to the seats or the furniture by pinning, gluing, or nailing. Any rearrangement or removal of any furniture or equipment in the sanctuary or Fellowship Hall must be approved through the Administrative Office. (Fee will apply). All sets are subject to approval of Living Truth Christian Center. The wedding party is responsible for the removal of set unless an agreement has been made with Living Truth.
5. Rice, glitter, and like substances may not be used on Living Truth premises. Whenever candles are used, they must be of the non-drip variety and must be in a candelabra which will catch and contain all drippings. However, weather permitting birdseed and bubbles may be used outside.
6. The couple is responsible for removing all of their belongings from the facility after the wedding. Any rental/personal items such as wedding sets, candelabras, runners, etc. must be removed following the ceremony.
7. The wedding party is responsible for the conduct of all guests and participants. LTCC rules should be made known to all involved. We do not allow: profanity, smoking, alcoholic beverages or other behavior not becoming the Christian faith. These rules cover the wedding, reception, rehearsal and any other related activity.
8. The cleaning of the facility after rehearsal, wedding, and reception will be the responsibility of Living Truth. However, all keepsake items must be removed and disposed of by wedding party.

WEDDING INFORMATION

Your wedding is a sacred occasion. It will be most meaningful to you, your families, and friends when there is careful advance planning.

Pre-marital conference is required before a wedding will be performed by the Apostle of LTCC. The first step is to complete a *"Wedding Request Form"* and then conference sessions can be arranged through the Administrative Office.

You should plan for this process to take a minimum of six months so that the use of church space can be arranged without conflict. No tentative date will be set prior to the fourth conference session at which time a written letter of release will be given from the church office. At this time, a **tentative date** may be set. The date of the wedding is **finalized** after a written letter of release is given from the Apostle following the final conference session with him.

Please keep in mind that a church wedding is a service of the ministry, and the music should be in keeping with the reverence that is observed upon entering the House of the Lord. The couple should discuss with the Minister of Music the music to be played and the musicians selected if the musicians are other than our church musicians.

The exact time indicated for rehearsals and weddings should be observed, and care should be taken to have all members of the wedding party in place at the time indicated. The wedding party will be given two days (Friday and Saturday) to set up any and all sets and props. All rehearsals must be over 10:00 PM.

The facility will be opened four hours prior to the wedding. Any and all usage of the LTCC sound, lights, video, etc. equipment must be coordinated through the Administrative Office and fees will be involved.

We have read and do understand the policies and above wedding information and agree to (abide/follow) them in the planning of our wedding.

Groom's Signature Date

Pastor Date

Bride's Signature Date

Witness Date