



First Presbyterian Church of Waunakee
5763 County Road Q · Waunakee, WI 53597
myfpc.org · 608.849.4625 · fax: 608.849.4608

Dear Applicant,

Thank you for inquiring about using the facilities of the First Presbyterian Church of Waunakee, Inc. for your upcoming wedding.

As a matter of policy, all requests for use of this facility must be approved by the church Session. This governing body meets regularly on the third Monday of each month. To help the Session evaluate your request, we ask that you complete the enclosed Building Use Request Form and submit it to Donna Kopan, Receptionist, in the church office at least one week prior to the next Session meeting.

If you have any questions, please feel free to contact Donna at the church office at (608) 849-4625 or through e-mail at dkopan@myfpc.org. Regular church office hours are Monday through Thursday from 9:00 to 5:00 and from 9:00 to 12:00 noon on Friday.

Again, thank you for your interest in using this house of God.

Cordially,

The Session
First Presbyterian Church of Waunakee

FPCW Building Use Request Form – Weddings

Please provide the following information to allow us to evaluate your request to use the facilities at First Presbyterian Church of Waunakee, Inc. (FPCW).

Name of Bride _____

Address _____

Phone _____ Home _____ Work _____ Cell _____

Email _____

Name of Groom _____

Address _____

Phone _____ Home _____ Work _____ Cell _____

Email _____

Are you or your parents a member of FPCW? _____ Yes _____ No

Please make sure FPCW has the correct information for after your wedding:

Married Name of Bride _____

Married Name of Groom _____

Address _____

Phone _____ Home _____ Work _____ Cell _____

Email(s) _____

Dates and Times Requested for Use

Ceremony Date _____ Ceremony Time _____

Building access requested from _____ to _____ (4-hour time span)

Ceremony Rehearsal Date _____ Rehearsal Time _____

Please Note: For non-members, exact times of service and rehearsal will not be set earlier than 6 months before the wedding date.

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More Information about Your Ceremony

_____ Number of people expected to attend

_____ Number of Bridesmaids

_____ Number of Groomsmen

_____ Number of Ushers

Name of Pastor officiating _____ Phone _____

Pastor's Church _____ Denomination _____

Please Note: If you desire the services of one of First Presbyterian Church's pastors, please contact Rev. Ben Ehrets or Rev. Kirk Morledge directly at 608-849-4625 to inquire about availability.

If you desire the services of the pianist or organist of First Presbyterian Church, please contact the church office directly at 608-849-4625 to inquire about their availability.

If you wish to use another organist, please provide their contact information:

Organist Name _____ Phone _____

First Presbyterian Church of Waunakee's organist will review for approval.

Sound System Needs

A trained Sound Technician approved by FPCW will be required for all weddings that take place in the Sanctuary.

Microphone Needs: _____ Pastor _____ Bride _____ Groom _____ Soloists, how many? _____

Will Instruments need to be plugged into sound? _____ No _____ Yes, how many? _____

Room Facilities you are requesting for this event

Please note – other church programs may be in progress in parts of the building not reserved for your event.

_____ Sanctuary

_____ Chapel

_____ Gathering Place

_____ Bride's Room

_____ Upper Kitchen

_____ Groom's Room

_____ Fellowship Hall

_____ Nursery (adult supervision required)

_____ Lower Kitchen

_____ Cry Room off Sanctuary (for infants)

_____ Other _____

Fee Schedule: See Attachment

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Conditions and Additional Information

I understand that the requesting persons assume full responsibility for church property during the period of its use. I agree the entire church building is to be treated as smoke free. The building and adjoining premises are to remain alcohol free. No food will be eaten in the sanctuary.

- 1) Available rental times and terms will be at the discretion of the Session, and may be amended at any time.
- 2) Space assigned to a group may be used only by that group. It is their responsibility to see that people do not enter unassigned areas.
- 3) Those using the facilities should be considered in covenant with First Presbyterian Church of Waunakee, Inc., such that the privilege of use also requires a responsibility of the care and maintenance of the facilities. All users are required to leave the premises in order. This includes replacement of the furniture used, clean premises (and kitchen if used), disposal of trash in receptacles, and general “picked up and orderly” appearance of building after use. Custodian will be responsible for final building preparation for Sunday morning.
- 4) Building users agree to pay for any property damages or expenses if damage or expense occurs during the time they are using the facilities over and above deposit.
- 5) A member of the church’s Building and Grounds committee will work with building users to advise what is acceptable in terms of decorations and usage for special events.
- 6) Money deposited can be used for damage repair or clean up if necessary.
- 7) **A check for \$_____ payable to First Presbyterian Church of Waunakee, Inc.** should be sent to the church office, Attn: Donna Kopan, immediately, to serve as a Damage Deposit and to secure your date and use of the building. FPCW will refund Damage Deposit within 30 days to you if there is no damage or extra clean up.
- 8) Final Check due by _____ (date will be filled in upon approval of contract).
A check for \$_____ **payable to First Presbyterian Church of Waunakee, Inc.** should be sent to the church office, Attn: Donna Kopan, by the Final Check due date.

The above check is for the following fees:

\$ _____ For Non-Member Wedding Package (use of the building, Custodial Fee, Sound Technician Fee and Wedding Hostess Fee)

\$ _____ For Custodial Fee

\$ _____ For Sound Technician

\$ _____ For Wedding Hostess

\$ _____ For Pianist / Organist

\$ _____ For Rehearsal Director, if needed

\$ _____ For Pastor’s Fee (Non-Members using First Presbyterian Church Pastor)

Our Wedding Hostess will contact you one week before your wedding date to reconfirm dates and terms and answer and of you questions. She will also be present at your rehearsal and wedding to unlock doors and to answer any questions you may have.

Your Signature _____ Date _____
(Authorized signature of contact person)

FPC Representative _____ Date _____
(Upon approval - authorized signature of First Presbyterian Church representative)

A copy of this application will be returned to person making request upon its approval.

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