

## REQUEST FOR BUILDING USE -- WEDDING

Dear Applicant,

Thank you for inquiring about using the facilities of the First Presbyterian Church of Waunakee 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, the Receptionist/Office Assistant, 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](mailto: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

**REQUEST FOR BUILDING USE - WEDDING**  
**First Presbyterian Church of Waunakee, Wisconsin**

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

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 First Presbyterian Church? \_\_\_\_N \_\_\_\_Y

Please make sure First Presbyterian Church has your current information (for after your wedding).

Married Names of Bride and Groom \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

EMAIL: \_\_\_\_\_

TIME AND DATE REQUESTED FOR USE

Ceremony Date: \_\_\_\_\_ Ceremony Time: \_\_\_\_\_  
Building access requested from \_\_\_\_\_ to \_\_\_\_\_ (4 hour time span)

Rehearsal Date: \_\_\_\_\_ Rehearsal Time: \_\_\_\_\_

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

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: \_\_\_\_\_

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

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

If you wish to use another organist, his/her name: \_\_\_\_\_  
Phone: \_\_\_\_\_ (Our organist will review for approval)

SOUND SYSTEM NEEDS

A trained Sound Technician, approved by First Presbyterian Church, will be required for all weddings that take place in our Sanctuary.

Microphone Needs:

\_\_\_\_ Pastor \_\_\_\_ Bride \_\_\_\_ Groom \_\_\_\_ Soloists, how many? \_\_\_\_

Instruments that need to be plugged into sound? \_\_\_\_ No \_\_\_\_ Yes How many? \_\_\_\_

Would you like an audio cassette? \_\_\_\_ Yes \_\_\_\_ No

Facilities you are requesting for this event: (please check)

- Fellowship Hall \_\_\_\_\_
- Lower Kitchen \_\_\_\_\_
- Sanctuary \_\_\_\_\_
- Chapel \_\_\_\_\_
- Bride's room \_\_\_\_\_
- Nursery \_\_\_\_\_ (adult supervision required)
- Groom's room \_\_\_\_\_
- Gathering Place \_\_\_\_\_
- Upper Kitchen \_\_\_\_\_
- Other \_\_\_\_\_

NOTE: Other church programs may be in progress in parts of the building not reserved for your event.

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 church building is to be treated as smoke free. The building and adjoining premises are to remain alcohol free.

- 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, 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, or the Church Wedding Hostess, 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 should be sent to the church office, Attn: Donna Kopan, immediately, to serve as a damage deposit and secure your date and use of the building. (We will refund your 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 should be sent to the church office, Attn: Donna Kopan, by the above date.

The above check is for the following fees:

\$ \_\_\_\_\_ For Non-Member Wedding Package (use of the building, custodial fee and wedding hostess fee).

\$ \_\_\_\_\_ For Sound Technician.

\$ \_\_\_\_\_ For Custodian.

\$ \_\_\_\_\_ For Wedding Hostess.

\$ \_\_\_\_\_ For Organist/Pianist.

\$ \_\_\_\_\_ For Rehearsal Director if needed.

\$ \_\_\_\_\_ For Pastor's Fee (Non-Members using First Presbyterian Church Pastor)

Our Wedding Hostess will contact you 2-3 weeks before your wedding date to reconfirm dates and times and answer any of your 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)

\_\_\_\_\_ Date \_\_\_\_\_  
 (Upon approval - authorized signature of First Presbyterian Church representative)

A copy will be returned to person/organization making request upon its approval.