

# CHURCH OF THE GOOD SHEPHERD

## WEDDING GUIDELINES

It is our desire to help make your wedding special. We believe a wedding should be done in a godly manner as we make our vows before Him.

### PRICING & PAYMENT

50% of the estimated fees are due to the church office to make the reservation. The remaining balance is due the night of the rehearsal.

### RENTAL FEES & INCLUSIONS

Wedding rentals includes 2 hours for rehearsal, 4 hours on the wedding day.

	Member/Attendee	Non-Member
*Rental Charge for Wedding	\$0	\$150
Custodial Fee for Wedding	\$50	\$50
Sound & Light Technician	\$50	\$50
**Rental Charge for Reception	\$0	\$150
Custodial Fee for Reception	\$50	\$50
***CGS Pastor Officiating	\$150	\$200

\*The Wedding rental charge includes use of the auditorium, foyer, restrooms, & two designated classrooms (room 103 & room 106) for the bridal party. The auditorium has 300 fixed seats.

\*\*The rental charge for a reception includes the use of the large CGS Kids room and the kitchen.

### \*\*\*PREMARITAL COUNSELING

All couples being married at CGS need to have 3-4 counseling sessions prior to the wedding.

A premarital assessment test is required. There is a \$35 cost for this test.

Payments can be dropped off at the church or can be mailed to:  
Church of the Good Shepherd  
5589 Holcomb Road  
Wayne, OH 43466

Cancellation Policy: If the Wedding is cancelled 30 days in advance, you will receive a full refund. If cancelled less than 30 days, the church retains the down payment.

## BUILDING USE POLICIES

### GENERAL POLICIES:

Decorating can take place as pre-arranged during business hours. All Decorations must be approved before they are set-up.

Drip-less candles only.

No throwing rice or birdseed.

Any moving of the furniture or sound equipment from stage needs to be pre-approved by.

Music that will be used needs to be submitted to the Pastor. We desire to bring glory to God with the music that is used.

If the church is used for a Rehearsal Dinner or a Wedding Reception the following rules apply:

- No alcohol or illegal drugs permitted on CGS property

- No smoking inside the building

- We do not permit live bands or DJ's

- The function needs to finish by 10pm

The couple is responsible for any broken property and/or any destruction to the building that may occur.

### CLEAN-UP AGREEMENT:

The couple is responsible for having all wedding decorations down and returning all the rooms they used in the building to the same condition as it was before the wedding and/or the reception.

All items from the wedding need to be removed from the building by the end of the rental time.

The function needs to be finished by 10pm.

## OFFICIATING

The couple needs to contact the Church Office in advance of the wedding date so there is time to reserve the date and time for pre-marital counseling. (419-419-8352)

Officiant fees are to be paid to the Pastor directly and are to be paid the day of the rehearsal.

A CGS Pastor reserves the right to not officiate a wedding for any reason.