

## **Facility Use**

In order to use Worship Center's (WC) facilities for your wedding, a Worship Center pastor must officiate your ceremony, and you must call WC your church home.

If you plan to use WC facilities, the Family Life Administrative Assistant will contact you after your initial meeting with a pastor.

### ***Scheduling***

Because of the high volume of events that take place at WC, it is important to schedule your wedding as soon as possible. The following information is needed:

1. Date & time of wedding & rehearsal
2. Desired date & time for decorating
3. Approximate number of guests
4. Audio/Video needs

### ***Friday Weddings***

If your wedding is on a Friday at WC, the following guideline applies:

1. The rehearsal may need to be held on Monday prior to the wedding, depending on the seasonal class schedule.

### ***Saturday Weddings***

If your wedding is on a Saturday at WC, the following guideline applies:

1. The wedding must be over and everyone must be out of the auditorium no later than 4pm.

### ***Set Up***

The wedding coordinator will give you several set up options to choose from for your wedding.

### ***Audio/Video***

To help make your day run smoothly, WC will provide a trained Audio Technician. He/she will assist you before and during your wedding. There is no additional charge for his/her services during the ceremony; however, if you would like to use a WC Audio Tech during the reception, additional fees apply.

In order to provide excellent service, Audio/Video needs should be communicated at least 2-4 months in advance; therefore, please review and complete the Wedding Tech Needs Checklist during your meeting with your coordinator.

### ***Wedding Decorations***

Worship Center has columns available for your wedding at WC. These decorations are available to you with the use of the facility at no extra charge.

If you are providing your own decorations, any candles being used must be dripleless.