



WEDDING POLICY AND CONTRACT 2023

Reviewed and Approved by Church Council February 6, 2023

Mission Statement: *Helping people know the love of Jesus.*

Vision Statement: *Sharing God's love to make followers of Jesus who serve all people.*

Core Values: *Worship ... Connect ... Serve*

Centering Scripture: *Matthew 28:19-20*

Facilities Use Philosophy

God has entrusted to Custer Road United Methodist Church (CRUMC) resources including church facilities. In keeping with our mission of helping people know the love of Jesus by providing opportunities for worship, nurture, fellowship, service and witness, the following guidelines for the use of CRUMC facilities are established as an extension of our stewardship of the resources God has placed in our care.

God has blessed CRUMC with these facilities to carry out the mission of the church. As good stewards, proper oversight must be given to ensure:

- a) Facilities exist and are maintained to effectively carry out the ministry objectives and goals of the church;
- b) Users exercise proper care and safety, including but not limited to those guidelines set forth under Ministry Safe;
- c) Facilities are protected against loss or misuse; and
- d) Proper maintenance is managed in order to extend the life of the facilities.

Criteria for Use of Church Property

Activities must fit with who we are and what we believe as CRUMC and be consistent with the Mission Statement of CRUMC and The Social Principles of the United Methodist Church;

- a) Space Availability;
- b) How use impacts other programs, ministries and other activities already scheduled;
- c) Evaluation of safety and legal issues and/or concerns; and
- d) Respect of property.

Guidelines for Use of Church Facility and Property

The facilities and equipment of CRUMC exist for the primary purpose of being used by its members through its ministries and affiliated organizations. The priority of use shall be as follows:

- 1) Recognized Groups within the Church ("Recognized Groups")
 - a) Church services (i.e., worship services, Sunday school, etc.);



- b) Regularly scheduled church ministries and activities (i.e., Youth & Children's Ministries, church committees, UMM & UWF organizations, CRUMC-sponsored Bible studies, church-sponsored missions, etc.);
 - c) Church sponsored activities (Treasured Times, Friday NITE Friends, etc.).
- 2) Church Members
- a. Weddings and Funeral/Memorial Services;
 - b. Music recitals (not including private or for-profit recitals for students);
 - c. Other Informal Church-Sponsored requests.
- 3) Non-Church Members
- a. Weddings and Funeral/Memorial Services.

Arrangements and Scheduling

To initiate the process for requesting a wedding be held at CRUMC, a Wedding Inquiry Form (<https://www.crumc.org/resources/weddings-at-crumc/>) **must** be submitted at least ninety (90) days in advance of requested wedding date. The form will be considered complete when:

- All information on form has been provided to the church's satisfaction.
- Deposit has been paid at the time of booking to secure your preferred date.
- Party will certify they have read and understand the church's Wedding Policy and Contract and Safety Guidelines (<https://www.crumc.org/safety/>).
- No request is valid until approved in writing by the church.
- It is the Bride or Groom's responsibility to contact a Custer Road UMC minister directly to inquire about availability of your preferred wedding date. Bride or Groom must notify the Wedding Coordinator of CRUMC minister.
- If an outside minister is requested, CRUMC Wedding Coordinator will engage a CRUMC minister to act as liaison between your minister and Custer Road UMC. The CRUMC minister will take part in your ceremony by welcoming guests to Custer Road UMC and offering a short opening prayer.
- CRUMC organist will reach out to Bride or Groom approximately one (1) month prior to wedding date to discuss and approve all musical selections.

Wedding Guidelines

- Dressing Rooms – The Bridal Suite (room 124) and Groom's Room (room B24) are available during the ceremony block for your use. Water and other non-staining beverages and snacks are permitted in these rooms. Custer Road UMC is not responsible for any personal items left in rooms. Any items found will be placed in the Information Booth in the Sanctuary Narthex for one (1) week, and then disposed of afterward.
- Narthex – A table is available in the Narthex for your guest book, photos and programs. You may also place one floral arrangement on the table.
- Processional – A full processional list must be provided to the Wedding Coordinator one (1) week before your wedding date. The list should include the names and order of everyone walking in the processional.



- Ceremony – All special requests such as extra microphones, music stands, stands for altar decorations, etc. must be submitted to the Wedding Coordinator at least two (2) weeks prior to your wedding date.
- Recessional – Throwing of rice or birdseed is not permitted on the church premises. All other items used for the recessional must be pre-approved at least one (1) week before your wedding date.
- Smoking and alcohol are not permitted anywhere on church property, including parking lots.
- Photography – Photography is allowed in the church and throughout the ceremony; however, no flash photography is allowed during the ceremony. Time exposure photographs may be taken from the back of the Sanctuary. Photographers are encouraged to take photos before and after the ceremony, provided it is within the ceremony time block. (Please secure photographs including the minister first.)
- Videography – Videographers are welcome in the church; however, they may not use the church's sound system as an audio feed. You may request CRUMC's A/V Staff to record your ceremony and/or reception by submission of this form:
<https://www.crumc.org/resources/weddings-at-crumc/av-for-weddings/>
- Music – Wedding music reflects the sacred meaning of this ceremony. CRUMC's organist must pre-approve all ceremony music. No pre-recorded or secular music is allowed. CRUMC organist will reach out to Bride or Groom approximately one (1) month prior to wedding date to discuss and approve all musical selections. Vocal and instrumental soloists are available through CRUMC's organist, or you may bring your own music vendor(s). Contact the Wedding Coordinator if you have music questions prior to one (1) month before the wedding date.
- Flowers - If you wish to utilize CRUMC's Sunday morning altar flowers in your wedding, submit an Altar Flowers Form found here:
<https://www.crumc.org/resources/sanctuary-flowers/>. Cost is \$120 for two (2) large arrangements. You may request specific colors, although the final design is up to the CRUMC florist. The arrangements **must** be left at the church after the wedding to be used for Sunday's morning worship services. Arrangements may be picked up the following Monday morning with advance notice through the Wedding Coordinator, but may be left at the church with no penalty. Flower girls may not drop real flower petals down the aisle; however, they may use silk petals.
- Furnishings / Décor – Sanctuary furniture must be respected at all times. No candles or any other open flames are allowed other than a unity candle. Unity candles must use dripless candles. All other candles or flame sources (candelabras, lanterns, etc.) must contain battery-operated faux candles. Pew hooks, adhesives and any other materials that may damage furniture may not be used. Flowers and fabric may be used if tied on the pews. No glue, staples, nails, etc. may be used. Aisle runners are not permitted in the church. All items placed on Communion Table must be pre-approved by the Wedding Coordinator.
- Storage – No items may be stored in the church prior to the ceremony. All décor, music and personal items must be brought in, set up, and removed within the designated ceremony time block.



- Notifications – It is advised that a signed copy of the Wedding Policy and Contract be provided to all outside vendors such as musicians, florists, etc. so they are aware of all policies contained therein.

Wedding Contract

Once a party has submitted a Wedding Inquiry Form and thereafter been notified they have been approved to use such space on the requested wedding date, the party will be required to submit in writing a completed and executed Wedding Contract within thirty (30) days after being notified. A Wedding Contract is for that particular wedding date unless stipulated and agreed to otherwise by the church.

Usage & Fee Schedule General Terms

The fees shown below are subject to change from time to time without notice. Fees cover the use of such space for a consecutive period of time not to exceed four (4) hours in length (assuming one (1) hour rehearsal and three (3) hours on wedding date). If additional time is needed, there will be additional charges incurred. A Wedding Coordinator and/or Wedding Assistant will be present to assist and coordinate the needs of the party and the cost of such service is included in the fees shown below.

Fee Schedule Effective for usage January 1, 2023 or later

Sanctuary (including Narthex, Bridal Suite, Groom’s Room and The Commons)
See Exhibit “A” for more information

- CRUMC Member Package A - \$1,650 (includes six (6) hours of facility use for rehearsal and wedding ceremony)
- CRUMC Member Package B - \$950 (includes four (4) hours of facility use for rehearsal and wedding ceremony)
- Non-Member Package A - \$2,500 (includes six (6) hours of facility use for rehearsal and wedding ceremony)
- Non-Member Package B - \$1,850 (includes four (4) hours of facility use for rehearsal and wedding ceremony)

Deposits, Final Payments and Cancellation Fees

A deposit of \$300 shall accompany the signed Wedding Contract at the time of booking to secure your preferred date. The deposit shall be returned to party making the request if it is decided that space is not available or party is denied use of space. Groups shall be responsible for the full cost for any and all damages caused by them beyond the amount of the deposit.

The deposit is non-refundable for **any** cancellation within thirty (30) days of the wedding date.

Payment of all fees (less deposit) will be due in full at least thirty (30) days prior to wedding date.



Parking Requirements & Restrictions

Parking adjacent to the church facility is limited. As such when additional parking is required, the lot directly east across Custer Road may be made available. It will be necessary to provide a projected number of persons participating in and attending the event at the time the Wedding Contract is executed in order to assess whether the need for the east parking lot and crossing guards will apply.

The City of Plano *requires* that crossing guards are to direct foot traffic across Custer Road for safety purposes. Accordingly, the church requires the City of Plano Police Department (PPD) be engaged to provide such crossing guard services. Custer Road UMC will coordinate their hiring through PPD. The cost of securing such PPD services will be included in the wedding fees.

Misc. Rules/Items

1. Users will reimburse the church for any damage to the facilities or its equipment. If damaged equipment must be replaced the church will make the actual purchase.
2. The official position of the United Methodist Church is that every church is a weapon-free zone, under Resolution #5011, 2008 Book of Resolutions. In reference to Texas law effective January 1, 2016 allowing Texans to openly carry handguns in their belt or shoulder holsters, the following notice will be posted on church property: ***“Pursuant to Section 30.07, Penal Code (trespass by license holder with an openly carried handgun,) a person licensed under Subchapter H, Chapter 411, Government Code (Handgun Licensing Law), may not enter this property with a handgun that is carried openly.”*** This notice will comply with Texas law with block letters at least 1 inch high and be printed in English and Spanish.
3. No alcohol, controlled substances or illegal substances will be allowed on Church premises before, during or after an event, including wedding, funerals and/or memorial services.
4. The church is a non-smoking facility. ***This includes parking lots.***
5. The Wedding Policy does not include use of any child care areas. Child care is only available for CRUMC functions and is not provided or permitted for outside groups. The use of any child care areas for outside groups, including weddings and funerals, is not permitted.
6. The church retains the right to cancel any activity or agreement, and to deny access of the facility to any person or any group.
7. All parties that use the facilities for a wedding shall be required to execute a Wedding Contract in the same general form that is attached.



Wedding Contract

A wedding in the Christian setting is a special event; it is a service of worship. This service is to be distinguished from weddings in other settings. It indicates the interest of the couple to seek divine participation in the establishment of their human relationship. It is the desire of Custer Road United Methodist Church to make every wedding a beautiful, meaningful worship event for each couple who marries within our church.

Wedding parties using the facilities of Custer Road United Methodist Church (“the Church”) are required to sign and return this Wedding Contract (the “Contract”). Please take a few minutes to carefully read the attached Wedding Policy, which is incorporated into, and made a part of this Contract. If you have questions, contact the Wedding Coordinator or Business Administrator.

This Contract is entered into by and between Custer Road United Methodist Church, and the undersigned, referred to herein as the “Wedding Party.”

As used herein, the term “Facility” shall mean that room or portion of the Property which will be used by the Wedding Party. A description of the areas and times of usage covered by this Contract are attached as **Exhibit “A.”** This Contract is a license to use the Facility only on the terms, provisions and conditions set out herein, and for the period of time indicated on the attachment hereto.

WHEREAS, the Church is the owner of the land, and the improvements thereon (herein called the “Property”) located at 6601 Custer Road, Plano, Texas, and

WHEREAS, undersigned Wedding Party desires to use the Facilities on the terms and conditions set forth herein,

NOW, THEREFORE, in consideration of the license to the Wedding Party to use the Facilities, and for the mutual promises contained herein and other good and valuable consideration the parties hereto agree as follows:

1. The Church shall make available to Wedding Party the Facility, which is the designated area indicated on the attachment hereto, at the date and times so indicated on the attachment, and subject to the terms and provisions of this Contract.
2. _____ is the Wedding Party’s “Contact Person.” The Contact Person represents and warrants that he (or she) has the authority to sign this Contract on behalf of the Wedding Party and when signed is binding on the Wedding Party.
3. Wedding Party agrees to indemnify, release and hold harmless the Church, its administrators, employees, agents and members of the Church from all losses, costs, demands, claims, damages or expenses resulting from injury (including death) to persons or damage to property arising out of Wedding Party’s use or presence in the herein described Facility, or any area of the Property of which the Facility is a part, including attorneys’ fees, court costs and other expenses which may be incurred by the Church.
4. Wedding Party has read this Wedding Contract and agrees to make all members of its group who enter upon the property aware of the terms of this Contract and the Wedding Policy attached hereto, and shall require all such participants to comply therewith.



5. The Wedding Party acknowledges that it has inspected the Facility, and it is satisfactory for the uses and purposes of Wedding Party.
6. Parking adjacent to the church facility is limited. As such when additional parking is required, the lot directly east across Custer Road may be made available. It will be necessary to provide a projected number of persons participating in and attending the Wedding at the time the Wedding Contract is executed in order to assess whether the need for the east parking lot will apply.
7. The City of Plano *requires* that crossing guards are to direct foot traffic across Custer Road for safety purposes. Accordingly, the church requires the City of Plano Police Department (PPD) be engaged to provide such crossing guard services. Custer Road UMC will coordinate their hiring through PPD. The cost of securing such PPD services will be passed on to the Wedding Party requesting use of the church facilities.
8. This license is non-assignable.
9. Communicable Illness Disclosure – There exist numerous communicable illnesses (ex: novel coronavirus, influenza, hepatitis, measles, meningitis, MRSA, mumps, pertussis, pneumonia, rubella, SARS, shingles, smallpox, tuberculosis, etc.) which are extremely contagious and spread easily through person-to-person contact. Many of these can lead to severe illness, personal injury, permanent disability, and death. CRUMC follows recommendations and guidelines provided by the Texas Department of State Health Services (DSHS) and the North Texas Conference of the United Methodist Church to keep our facility safe and clean. The Church in no way warrants that infection will not occur through use of the facility and will not be held liable hereto.
10. The provisions contained herein represent the only agreement and understanding of the parties hereto, and this Contract may not be altered, changed or amended except by instrument in writing signed by both parties hereto.
11. Time is of the essence with respect to the obligations of the parties hereunder.
12. Notwithstanding anything herein to the contrary, the Church shall in no event be liable to the Wedding Party, any of its members, agents, contractors or any other person for any indirect or consequential damages and no personal liability of any kind or character whatsoever now attaches or at any time hereafter shall attach to the Church or to any of its officers, administrators, members, congregants or employees for payment of any amounts due hereunder or performance of any obligations hereunder.
13. THE WEDDING PARTY SPECIFICALLY ACKNOWLEDGES THAT THE CHURCH HAS NO DUTY TO PROVIDE SECURITY FOR ANY PORTION OF THE PROPERTY, AND LICENSEE HEREBY EXPRESSLY AGREES TO ASSUME SOLE RESPONSIBILITY AND LIABILITY FOR THE SECURITY OF ITSELF, ITS MEMBERS, EMPLOYEES, OFFICERS AND INVITEES, AND THEIR RESPECTIVE PROPERTY, IN, ON OR ABOUT THE PROPERTY INCLUDING, WITHOUT LIMITATION, THE FACILITY AND THE COMMON AREAS OF THE PROPERTY. THE WEDDING PARTY EXPRESSLY HEREBY INDEMNIFIES AND HOLDS THE CHURCH HARMLESS FROM ANY CLAIM, INJURY, LOSS OR DAMAGE RESULTING FROM THE ACTS OF OTHER PARTIES (OTHER THAN THOSE WHO ARE MEMBERS OF OR REPRESENTING THE WEDDING PARTY) OCCURRING AT THE PROPERTY, INCLUDING REASONABLE ATTORNEY'S FEES AND ALL COSTS OF COURT.



IN WITNESS WHEREOF, the undersigned party has executed the Agreement as of the day and year written below.

WEDDING PARTY: _____ **(Bride)** & _____ **(Groom)**

By: _____ Dated: _____, 20____

Printed Name: _____ (contact person)

Phone _____ Email: _____

CUSTER ROAD UNITED METHODIST CHURCH

By: _____ Title _____

Dated: _____, 20____

Keep a copy of this Policy and Contract for your own records. The original Contract and not a copy must be returned to the church office thirty (30) days from date signed.





Exhibit “A”

Wedding of: _____ (Bride) & _____ (Groom)

Wedding Date: _____ Wedding Start Time: _____

Wedding Block: _____ Number of Guests: _____

Rehearsal Date: _____ Rehearsal Block: _____

Bride Phone _____ Bride Email: _____

Groom Phone _____ Groom Email: _____

Requested CRUMC Minister _____

Wedding Packages

Package A – Ceremony lasting more than 45 minutes and/or consisting of 400+ guests
Includes CRUMC minister, Wedding Coordinator, microphone use, CRUMC organist, Plano PD crossing guards, six (6) hours of facility use for rehearsal and wedding ceremony <2 rehearsal, 4 ceremony>, use of Bridal Suite, Groom’s Room, Sanctuary, Narthex, The Commons, adjacent parking and east parking lot. Extra hours will be billed at \$300 per hour. A non-refundable deposit of \$300 shall accompany this signed Wedding Contract at least sixty (60) days in advance of the wedding date. Balance due at least thirty (30) days in advance of the wedding date. Drop off or mail signed Wedding Contract and deposit to Custer Road UMC, Attn: Wedding Director, 6601 Custer Road, Plano, TX 75023. Make checks payable to Custer Road UMC.

Please check all that apply:



_____ CRUMC Member \$1,650	_____ Non-Member \$2,500
_____ Extra Hour \$300	_____ Extra Hour \$300
_____ Total Payment Due	_____ Total Payment Due
Does wedding party require CRUMC organist?	_____ Yes _____ No
Does wedding party require CRUMC A/V help?	_____ Yes _____ No

Package B – Ceremony lasting less than 45 minutes

Includes CRUMC minister, Wedding Coordinator, microphone use, CRUMC organist, Plano PD crossing guards, four (4) hours of facility use for rehearsal and wedding ceremony <1 rehearsal, 3 ceremony>, use of Bridal Suite, Groom’s Room, Sanctuary, Narthex, The Commons, adjacent parking and east parking lot. Extra hours will be billed at \$300 per hour. A non-refundable deposit of \$300 shall accompany this signed Wedding Contract at least sixty (60) days in advance of the wedding date. Balance due at least thirty (30) days in advance of the wedding date. Drop off or mail signed Wedding Contract and deposit to Custer Road UMC, Attn: Wedding Director, 6601 Custer Road, Plano, TX 75023. Make checks payable to Custer Road UMC.

Please check all that apply:

_____ CRUMC Member \$950	_____ Non-Member \$1,850
_____ Extra Hour \$300	_____ Extra Hour \$300
_____ Total Payment Due	_____ Total Payment Due
Does wedding party require CRUMC organist?	_____ Yes _____ No
Does wedding party require CRUMC A/V help?	_____ Yes _____ No