



## WEDDING POLICIES AND GUIDELINES

UUCWI is available for weddings of members and non-members, including those with no formal religious affiliation. All weddings are to be officiated by the current minister of UUCWI clergy or another officiant selected by the bride or groom and approved by UUCWI. (Approval will be by the UUCWI minister or the Building Use Committee.)

- If the UUCWI minister is used, the wedding couple and the minister will consult and design a wedding service. Scheduling of the building and paperwork will be done by the UUCWI Administrator.
- All non-member weddings require the services of a *building host* – a person designated by UUCWI to be in attendance during the event and paid on an hourly basis.
- Throwing rice is NOT permitted on church premises at any time. Birdseed (on graveled areas) and bubbles are allowed out of doors. No mylar confetti or other non-biodegradable items may be thrown outdoors.

### MUSIC

The piano may be used according to UUCWI policies, and the wedding party is responsible for choosing and hiring the pianist. The wedding party may also arrange for other music.

### RESERVATIONS & CANCELLATIONS

Reservations may be made up to one year in advance. A “Wedding Data Form” must be completed and signed and the security deposit paid to confirm a date.

- All fees are due at least 30 days before the scheduled day of the wedding.
- Cancellations requested 60 or more days before the event will receive a full refund.
- Cancellations requested 30-59 days before the event will receive a 50% refund.
- Cancellations requested less than 30 days before the event will receive no refund.

### FEES / DEPOSITS

Fees for your event are itemized on the back of the “Wedding Data Form”. A security deposit is due when securing the wedding date at the church office. The deposit secures the date, and also covers possible breakage and/or failure to comply with the policies in the document. If there are no claims against the deposit, it will be fully refunded the week following the ceremony. All other fees must be received by the church office at least 30 days PRIOR to the day of the wedding.

### MEMBER WEDDINGS

There are no building use charges to those UUCWI members who have been members for at least one year. Members will pay for the minister, musicians, custodial, and other such services.

### DECORATIONS

Nothing may be placed on the piano or piano bench. Greenery and flowers may be placed on windowsills, provided adequate protection against water stains is used. Candles must be

dripleless, and supported by non-flammable candleholders. Nothing may be affixed to, or removed from the walls or doors without permission from the UUCWI Administrator. If approved, painter's tape is permitted for hanging decorations.

### **SETUP, CLEANUP, AND PERSONAL ITEMS**

- Wedding parties using our church facilities are responsible for their own setting up.
- The "Church Closing Checklist" form should be completed, and returned to the office.
- All equipment, food and decorations brought into the church must be removed at the conclusion of the event. If the building is not left as found, a custodial fee will be due. A fee will also be charged for any garbage not removed from the premises.
- UUCWI assumes no responsibility for items left at the church.

### **GENERAL RULES**

- No smoking is permitted in our church building or outside within 25' of doors or windows.
- Permission must be obtained for use of the piano. Groups who wish to have the piano tuned may have this done, provided they pay for the tuning, and use our recommended tuner. Re-voicing of the piano is not allowed.
- Out of respect for our neighbors, music may be played at a reasonable volume
  - up to **10 p.m.** Sunday through Thursday
  - up to **11:30 p.m.** Friday and Saturday.
- Except for the cleaning crew, the building must be vacated by midnight.
- UUCWI has no rules prohibiting the use of alcohol on the premises, but it is expected that good taste and moderation will prevail. A non-alcoholic beverage must be provided when alcohol is served. The regulations of the Washington State Liquor Control Board must be followed.