

# Wedding Rental Policy for Wilmore United Methodist Church

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## Wilmore UMC Main Contact:

Rev. D. Merricks  
Pastor  
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(859) 858-3559

## Wilmore United Methodist Church

209 East Main Street  
Wilmore, KY 40390  
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## Steps to Wedding Rental

1. You may contact the Pastor for any initial date inquiries.
2. Complete the WEDDING RENTAL FORM at [www.wilmoreumc.com](http://www.wilmoreumc.com).
3. The Pastor will evaluate the request and notify requester of approval or denial.
4. Upon approval, the applying party will receive a contract to be signed.
5. A signed contract along with a \$100.00 non-refundable deposit must be mailed or brought to the church office.
6. Upon receipt of the signed contract and deposit, the date will be confirmed on our calendar.
7. Full payment is due 60 days prior to wedding date.

## Fees for Wedding Facility Usage

All prices include 6 hours for wedding date, a scheduled 1.5-hour rehearsal (scheduled at reservation), bridal room near the sanctuary or chapel, and custodial cleaning fees. All deposits must be paid when submitting a signed contract and are non-refundable. Full payment is due 60 days prior to wedding date.

CEREMONY	MEMBER	NON-MEMBER	DEPOSIT
Main Sanctuary (seats 500)*	\$300	\$400	\$100
Clark Chapel (seats 180)*	\$200	\$300	\$100
Additional Time	\$40/hour	\$60/hour	

\* a trained sound system technician is required to use the sound and video systems; fee not included. See ADDITIONAL STAFF FEES.

RECEPTION	MEMBER	NON-MEMBER	DEPOSIT
Fellowship Hall (seats 150)	\$200	\$300	\$100
Additional Time	\$20/hour	\$40/hour	
Kitchen	\$100	\$200	\$50
Additional Time	\$15/hour	\$35/hour	

PASTORAL FEES	MEMBER	NON-MEMBER
Pastoral Officiator*	No Cost	\$400 paid directly to the pastor

\* requires six pre-marital counseling sessions

ADDITIONAL STAFF FEES	COST
Pianist	\$100 to include rehearsal and ceremony, paid directly to pianist.
Sound System Technician	\$80 to include rehearsal and ceremony, paid directly to technician. If a technician is needed for more than four hours the additional time will be billed at \$20/hour.

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## Facility usage rules and regulations:

The renting party must agree to follow all FACILITY USAGE RULES AND REGULATIONS FOR WILMORE UNITED METHODIST CHURCH. This document is available at [www.wilmoreumc.com](http://www.wilmoreumc.com).

The following is included in the FACILITY USAGE RULES AND REGULATIONS FOR WILMORE UNITED METHODIST CHURCH and is listed here for your convenience.

### Alcohol, Drug, and Smoking Policy

All church properties maintain a “no smoking” policy. The serving, consumption, or use of alcoholic beverages or other controlled substances shall not be permitted at any time on church property, including the outdoor areas and parking lots.

### Candles

Only drip-less, wax-less candles may be used in our facilities.

### Decorations

Please use discernment with how decorations are attached or adhered to surfaces within the space. If in doubt, please resort to the safest means so as not to damage walls, pews, rails, etc. No decorating is permitted in the hallways without permission. All such decorations must be removed immediately and completely following the event.

### Food and Drink

No food or drink is allowed in carpeted areas or sanctuaries, except for communion.

### Piano & Other Instrument Use

Musical instruments, including the piano, cannot be used or moved without permission. Please have a qualified musician play the piano.

### Sanctuary & Chapel Furniture

Sanctuary and Chapel furniture cannot be moved by the renting party. If it is desired to move such furnishings, the request must be made to the Pastor. Upon approval, an extra custodial fee will be arranged for this special setup.

### Sound & Video Systems

The sound and video systems in the Main Sanctuary, Clark Chapel, Fellowship Hall, Movie Room, and other areas may only be operated by the Wilmore UMC sound technicians or by an approved technician. Group-provided sound, recording, or video equipment may not be attached to church systems (including the electrical system) through cables or connectors without prior approval.

### Final Decisions

In case of doubt or uncertainty by any person or group about the application or interpretation of our Rules and Regulations, or in our customary practices not specifically mentioned in the FACILITY USAGE RULES AND REGULATIONS FOR WILMORE UNITED METHODIST CHURCH, the Pastor shall decide the matter and all individuals and groups shall abide by the Executive Pastor's directions or forfeit immediately the use of facilities.